

**PROCEDURES FOR HIRING WITH TENURE  
Indiana University East**

**Comment:** *While all search activities are important it is essential when hiring faculty with tenure that every effort be made to hire individuals who will be assets to the campus and university. When hiring faculty without tenure there is a seven year probationary period for the campus to reevaluate faculty who have been hired and if appropriate not extend tenure. When hiring faculty with tenure the entire probationary review and analysis must be completed within a period of days. Hiring faculty with tenure has a very significant financial commitment as part of the decision. A twenty-year commitment with the correct individual is a very good thing; a twenty-year commitment to the wrong individual can be devastating. While this process is very important it is essential that the process be completed in a timely fashion.*

1. As with any faculty hire, a candidate who may be hired with tenure is expected to submit an application "package" consisting of a curriculum vita, letters of reference, and other documentation related to research, teaching, and service. In the case of individuals seeking a position with tenure the application package must be especially thorough. During an interview on campus the candidate will be expected to meet with division faculty members and search committees, and make appropriate presentation(s) at division and/or campus seminar(s). The candidate should also meet with other appropriate groups and individuals such as Chancellor and Vice Chancellor for Academic Affairs, or their representatives, students and other Indiana University East faculty and/or staff.
2. Because of the gravity of hiring with tenure, it is recommended that the application package from such candidates include at least the following documents:
  - a) four current letters of reference or evaluations of the candidate's record
  - b) a statement on research, teaching, and service prepared by the candidate
  - c) documentation on teaching, research, and service: including a full curriculum vita, reprints and working papers, and evaluations of teaching effectiveness
3. Based on the application "package" and interviews with the candidate, there should be a formal division discussion and evaluation of hiring with tenure culminating in a vote by the tenured faculty within the division. This vote should be to recommend to hire with tenure, or not to hire with tenure.
4. After a division level review, the chair should prepare a written statement that evaluates the candidate and reports the division discussion and vote. This document should be essentially the same kind of statement that a division chair would prepare for an internal tenure dossier.
5. At this point, if tenure is to be recommended, the division chair should prepare a dossier for submission to the IU East campus P&T committee. This dossier must include, at least, the complete application "package" mentioned above and the report of the division recommendation.

6. Based on these materials, the campus P&T committee will vote on the candidate's qualifications for tenure and advise the Vice Chancellor of Academic Affairs of its recommendation as to the appropriateness of an offer with tenure, with a copy to the chair of the division affected.

[Adopted by IUE Faculty Affairs Committee: October 23, 2001]

[Adopted by IUE Faculty Senate: December 11, 2001]

*A policy of the I U East Faculty Senate - effective upon approval of Faculty Senate.*

**Indiana University East  
Check Sheet  
for  
Outside Candidates with Tenure**

Name of candidate: \_\_\_\_\_

- Curriculum vita
- Candidate's statement on teaching, research, and service
- Outside reference or evaluation letters (at least four)
- Research documentation
- Teaching documentation
- Service documentation
- Division chair's written statement and evaluation
- Vote of the division tenured faculty committee

Completed by \_\_\_\_\_

Date \_\_\_\_\_

Rev. 11/28/01