

PROCESS FOR EXPEDITED REVIEW OF NEW FACULTY HIRES WITH TENURE

The purpose of this document is to provide clear guidelines to departments/colleges concerning the process that should be followed for faculty candidates that are being recommended to the Provost for hire with tenure. In addition, these guidelines also list the documentation required for the University Promotion and Tenure Committee (UPTC) to provide an appropriate and timely review of the candidate and provide a subsequent recommendation to the Provost on hiring with tenure at the appropriate faculty rank. The final decision to grant tenure upon appointment and the appropriate faculty rank at which it should be granted rests with the Provost.

The decision to grant tenure to a faculty member at the University of Houston (UH) is one not taken lightly. The basic criteria and standards employed at all levels of the tenure and/or promotion review process at UH reflect a commitment to academic excellence and a requirement for the candidate to have met the highest standards of their disciplines within the domains of teaching, scholarship, and service.

Specifically, a recommendation to the Provost for tenure and/or promotion from the University Promotion and Tenure Committee (UPTC) is made only after the committee has reviewed the candidate's materials and agrees that the quality and overall body of professional work created by the candidate satisfies an absolute threshold for granting tenure and/or promotion at UH. A critical element in how the UPTC arrives at its recommendation to the Provost on whether or not the candidate has met that threshold is the use of qualified, "arms-length" external reviewers to provide objective peer review of the candidate's portfolio relative to the norms of their academic discipline and the expectations of the University as a Tier One research institution.

However, the Provost and the UPTC also recognizes that in cases which involve the hiring of senior faculty members that have already held tenure at another institution, to apply all of the normal review processes in such cases may be inappropriate and sometimes detrimental to the chances of the university successfully hiring such individuals. These guidelines will attempt to clarify the minimum requirements for documentation required for expedited tenure review by the UPTC. It should also be noted that the average time taken by the committee to perform an expedited review of a complete review packet is within seven (7) days of receiving the complete review packet.

This document lists the documentation required for hiring of a faculty candidate under the following three conditions:

- 1) **Hiring Of A Faculty Candidate That Has Previously Held Tenure At The Same Rank (Lateral Hire)**
- 2) **Hiring Of A Faculty Candidate That Has Previously Held Tenure But With A Promotion In Faculty Rank**
- 3) **Documentation Required For Hiring Of A Tenured Faculty Candidate That Has Not Previously Held Tenure**

DOCUMENTATION REQUIRED FOR HIRING OF A FACULTY CANDIDATE THAT HAS PREVIOUSLY HELD TENURE AT THE SAME RANK (LATERAL HIRE)

A lateral hire with tenure is defined as hiring of a faculty member with tenure at the same faculty rank they held at their current or previous academic institution.

If an academic unit is recommending a lateral hire of a faculty member at the Full or the Associate Professor level who currently, or in the past held tenure at the same faculty rank at a comparable Tier One research university, the following supporting documentation shall be submitted to the committee through the Office of the Provost as part of the review packet:

- a) Full academic CV of the candidate;
- b) Letter(s) of support from the appropriate committee(s) representing the tenured faculty of the department/college requesting the hire. This letter(s) should document a formal vote tally recording the level support of the hire by the tenured faculty at the departmental and/or college levels (*Note: if hiring at the full professor level only full professors should vote*);
- c) Letter(s) of support from the department chair and/or dean of the department/academic unit requesting the hire. These letters should focus on the candidate's scholarship, teaching and service credentials and demonstrate that the candidate satisfies the standards set forth in the current University Promotion and Tenure guidelines.
- d) In the case of a lateral hire where the candidate is currently tenured at a comparable Tier One research university, *in lieu* of external "arms-length" reviewer letters three letters of reference (collected by the original UH faculty search committee) may be submitted to the committee.
- e) In the case of a lateral hire where the candidate does not currently hold or who has not previously held tenure at the same rank at a comparable Tier One research university three "arms-length" external reviewer letters will be required. These external letters should comment on the academic credentials of the candidate and their suitability for appointment at UH with tenure at the requested rank. As with internal UH candidates seeking tenure and/or promotion, external reviewers should satisfy the "arms-length" external reviewer criteria and appropriate reviewer academic rank detailed in the current University of Houston's Promotion and Tenure Guidelines. When requesting external evaluations the department/unit head of the hiring department should provide the "arms-length" external reviewer with the same information and ask the same questions as they would for an internal UH candidate seeking tenure and/or promotion.
- f) Documentation supporting the candidate's teaching qualifications (e.g. teaching/student evaluations from the candidate's home institution).

In the case of faculty candidates who have not previously held a senior academic position but who may hold a national honorific (e.g. National Academy member) please see note below.

DOCUMENTATION REQUIRED FOR HIRING OF A FACULTY CANDIDATE THAT HAS PREVIOUSLY HELD TENURE BUT WITH A PROMOTION IN FACULTY RANK

If an academic unit is recommending a faculty hire with tenure at the Full Professor level where the candidate is currently an Associate Professor at a comparable Tier One research university the following documents shall be submitted to the committee through the Office of the Provost as part of the review packet:

- a) Full academic CV of the candidate;
- b) Letter(s) of support from the appropriate committee(s) representing the tenured faculty of the department/college requesting the hire. This letter(s) should document a formal vote tally recording the level support of the hire by the tenured faculty at the departmental and/or college levels (*Note: if hiring at the full professor level only full professors should vote*);
- c) Letter(s) of support from the department chair and/or dean of the department/academic unit requesting the hire. These letters should focus on the candidate's scholarship, teaching and service credentials and demonstrate that the candidate satisfies the standards set forth in the current University Promotion and Tenure guidelines.
- d) Three "arms-length" external reviewer letters commenting on the academic credentials of the candidate and their suitability for appointment at UH with tenure at the full professor rank. As with internal UH candidates seeking promotion from Associate Professor to Full Professor, external reviewers should satisfy the "arms-length" external reviewer and appropriate reviewer academic rank criteria detailed in the current University of Houston's Promotion and Tenure Guidelines. When requesting evaluations the department/unit head of the hiring department should provide the "arms-length" external reviewer with the same information and ask the same questions as they would for an internal UH candidate seeking tenure and/or promotion.
- e) Documentation supporting the candidate's teaching qualifications (e.g. teaching/ student evaluations from the candidate's home institution).

DOCUMENTATION REQUIRED FOR HIRING OF A NON-TENURED FACULTY CANDIDATE WITH TENURE THAT HAS NOT PREVIOUSLY HELD TENURE

If an academic unit is recommending a faculty hire at the Associate or Full Professor level with tenure where the candidate is currently either an Assistant Professor or an Associate Professor without tenure at a comparable Tier One research university the following documents should be submitted to the committee through the Office of the Provost as part of the review packet:

- a) A full tenure portfolio including supporting materials preferably formatted as per the current University of Houston's Promotion and Tenure guidelines. The portfolio should contain letters of support with vote tallies from the appropriate departmental/college promotion and tenure committees and department chair/college dean as normally provided in the case of an internal UH candidate seeking tenure;
- b) A minimum of three "arms-length" external reviewer letters commenting on the academic credentials of the candidate and the candidate's suitability for appointment at UH with tenure at the associate or full professor rank. As with internal UH candidates seeking tenure and promotion from Assistant Professor to Associate Professor, or Associate Professor to Full Professor, external reviewers should satisfy the "arms-length" external reviewer and appropriate reviewer academic rank criteria detailed in the current University of Houston's Promotion and Tenure Guidelines. When requesting evaluations the department/unit head of the hiring department should provide the "arms-length" external reviewer with the same information and ask the same questions as they would for an internal UH candidate for tenure and/or promotion.
- c) Documentation supporting the candidate's teaching qualifications (e.g. teaching/student evaluations from the candidate's home institution).

Note: *It is envisioned that most faculty candidates being recommended for hire with tenure will be currently employed/tenured at a Tier One research university comparable to UH. However, it is not always clear that this is the case. Such situations include individuals who have served in leadership positions in industry and may or may not have previously held an academic position, or, individuals who are currently employed as faculty members in less well-known foreign universities. In such cases, special attention should be given by the hiring department to seek out "arms-length" external reviewers who can comment on the special background circumstances surrounding such hires and who also currently hold senior, tenured academic positions at the appropriate academic rank at Tier One research universities comparable to UH.*