Policy Title: Justification for Appointment with Tenure (Outside Hire with Tenure)

POLICY DETAILS

Effective Date: January 1, 2006
Amended: February 23, 2009
Responsible Office: Office of the Vice President of Academic Affairs and Research
Vice President: Michael B. Poliakoff
Approved by: President Hank Brown
Application: University-wide
Replaces: N/A

Brief Description: Specifies documentation as required by the Board of Regents in consideration of granting tenure to new hires.

I. INTRODUCTION

The purpose of this administrative policy statement is to specify materials required by the Board of Regents when asked to consider appointing a faculty member with tenure (often referred to as an outside hire with tenure). This administrative policy statement implements the criteria and standards as outlined in Regent Law 5.B.5 and the Administrative Policy Statement on Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion.

II. POLICY STATEMENT

All requests for approval of new hires with tenure must include a separate statement from the head of the primary unit (chair or dean) addressing the following four points:

1) A description of the fiscal and academic program plans for the unit in terms of long-range planning
   Discussion should include, for example, the academic unit's plans to strengthen a particular area in a discipline, to replace retirees in a discipline, to develop a new thrust or focus, to come up with resources, to identify and accommodate changes that will occur in the college/school, etc.

2) An explanation of how the personnel action fits into the unit's plan

3) A statement of the specific merit of the candidate
   This statement indicates how this particular candidate meets the needs that have been identified above. The statement need not be long; the curriculum vita usually provides the details. The statement hits highlights, such as: Dr. X is one of the leading specialists in the field of Q; her list of publications is long and distinguished; she has clearly left a mark on her field and is an experienced mentor of junior faculty; she has previous experience in
developing a department and gaining the grants and resources to move ahead in this field — whatever is appropriate and accurate in the particular case.

4) The unit's tenure ratio
(If high, information about upcoming retirements that may change that ratio in the near future would be helpful.)

**Personnel Recommendation Form**
In addition to the letter of justification provided by the head of the primary unit, a complete record of the faculty vote (at each level) needs to be provided. This is a new requirement established in 2005 at the request of the Board of Regents. This form requires a signature from the provost or vice chancellor for academic affairs and a signature from the chancellor assuring the Board that the candidate has gone through the proper review process and has met the criteria justifying an appointment with tenure.

* The chancellor or vice chancellor for academic affairs should be prepared to respond to questions and/or requests for additional information from the Board of Regents following their review of the above required materials.

**III. CONTACTS**

A. The Responsible Office will respond to questions and provide guidance regarding interpretation of this policy.

Office of the Vice President for Academic Affairs and Research

**IV. HISTORY**

The historical information for this policy is not available as policy was created before History requirement was created.

**Amended February 23, 2009:**
Non-substantive changes made to replace references to Appendix A of *Laws of the Regents* with the Administrative Policy Statement on Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion. Appendix A was rescinded and replaced by the APS on Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion (July 1, 2007).

**Initial Policy Effective:** January 1, 2006