

UTHSC TENURE UPON HIRE CHECKLIST

PART 1: Detailed Justification for Tenure Upon Hire	
<input type="checkbox"/>	Chancellor's letter of request to the President presenting required materials for preliminary approval.*
<input type="checkbox"/>	Dean's letter justifying why consideration for tenure upon hire was necessary for recruitment of this candidate.*
<input type="checkbox"/>	Documentation that the candidate holds tenure at their current institution.*
PART 2: Offer Letter or Appointment Letter	
<input type="checkbox"/>	Copy of the signed offer letter and, if available at submission, appointment letter.
<input type="checkbox"/>	Copy of the original position description and/or position announcement.*
PART 3: Documentation Associated with Review of Candidate for Tenure Upon Hire	
<input type="checkbox"/>	Chancellor letter recommending tenure upon hire (signed, on letterhead).
<input type="checkbox"/>	CAO letter recommending tenure upon hire (signed, on letterhead). This letter must reflect findings resulting from a thoughtful and independent review of tenure materials at the CAO level. The CAO letter should recount how each step of the process was followed for recommending tenure upon hire.
<input type="checkbox"/>	Dean letter recommending tenure upon hire (signed, on letterhead). This letter must reflect findings resulting from a thoughtful and independent review of tenure materials at the Dean level. It must be a unique and specific letter for the individual that reflects an independent review. It may not merely state "I concur with the prior recommendations" (or any version of that statement).
<input type="checkbox"/>	College Committee (second-level) letter (signed, on letterhead) and associated voting sheet. Must include detailed explanation (with evidence) for the decision to recommend tenure upon hire (including any reservations).
<input type="checkbox"/>	Department Chair letter (signed, on letterhead). This letter must reflect findings resulting from a thoughtful and independent review of tenure materials. This letter must include compelling reasons for consideration of tenure upon hire.
<input type="checkbox"/>	Departmental Committee (first-level) letter (signed, on letterhead) and associated voting sheet. Must include detailed explanation (with evidence) for decision to recommend tenure upon hire (including any reservations).
<input type="checkbox"/>	External evaluators letters (signed, on letterhead). These letters must be specific to tenure upon hire and may not be letters provided as hiring references if they do not speak to the award of tenure upon hire.
<input type="checkbox"/>	Miscellaneous Documents (e.g., responsibilities, expectations, campus docs, etc.).
PART 4: Copy of Candidate's Curriculum Vitae and Application Materials	
<input type="checkbox"/>	All application materials (application letter, recommendations, etc.)*
<input type="checkbox"/>	Complete (and current) curriculum vitae.*
PART 5: Additional Documentation Required	
<input type="checkbox"/>	Explanation of process used to confirm accuracy of information in the CV and application materials.
<input type="checkbox"/>	Explanation of process used to confirm the candidate was tenured at their prior institution and that candidate was not terminated involuntarily.
<input type="checkbox"/>	Date search was initiated and number of applicants for the position.
<input type="checkbox"/>	Documentation of the candidate's salary at their most immediate prior institution.

**Shaded areas represent information required for preliminary approval by UT President. These documents should be submitted to the CAO's office (Cindy Russell) who will prepare the packet for submission to the Chancellor.*