

II. Procedure for Continuous Tenure

Continuous tenure of employment is not awarded automatically. Instead, it is the result of planning between the faculty member and the department chair/school dean and between the department chair/school dean, and the Provost.

1. Issues, concerns, and deadlines relating to tenure should be discussed by the department chair/school dean with eligible faculty members at the beginning of the academic year of the tenure decision.
2. The candidate for tenure shall submit tenure application materials to the department chair/school dean by January 15.
3. By February 1, the department chair/school dean, in concert with the candidate for tenure, will submit to the school/college Chair of the Committee on Promotion and Tenure the following materials, which together constitute the candidate's dossier:
 - a. a detailed *curriculum vitae*, defined to include:
 1. earned degrees, institutions, and dates of receipt
 2. primary areas of emphasis
 3. educational/work experience
 4. honors, awards, and recognitions
 5. research/scholarship*
 6. professional service*
 7. history of instructional or administrative loads*

(*See Annual Faculty Review and Evaluation for examples.)

b. student course evaluation data

- c. a letter from the department chair/school dean which summarizes the candidate's eligibility for tenure and makes a recommendation regarding the tenure request

d. copies of the department chair/school dean's Annual Faculty Review and Evaluation and the faculty member's Annual Report for each year of the candidate's tenure-track employment at Francis Marion University.

In addition to the above, the dossier may include:

- e. a brief (one page) candidate statement
- f. letters of support from colleagues
- g. letters of support from current and/or former students
- h. appropriate examples of scholarly work
- i. appropriate examples of professional service.