



TENURE & PROMOTION

Guide for Chairs to Establish Norms and Promote Equitable Outcomes

CHECKLIST

Start the meeting on time.

Decide roles: discussion leader, note taker, time keeper, summary letter writer, equity watcher, etc.

Ensure everyone has recently reviewed guidelines and criteria for tenure including: R&P, college documents, and any departmental supplements.

Reiterate that confidentiality is critical, that discussions must take place only amongst committee members when they are all together, and that technology should be used to secure online meetings and draft documents.

Confirm that everyone has reviewed the portfolio(s) prior to meeting, and each has the materials on-hand during discussions for accurate reference.

Remind everyone that the same standards apply regardless of how many years a person is in rank.

Remind the committee about ways biases and stereotypes show up in faculty evaluation.

- teaching evaluations
- citation counts
- letters of reference
- service and public engagement
- awards, leadership roles
- grant funding
- interdisciplinary and collaborative work

Conduct the meeting methodically, ensuring everyone has the opportunity to speak on each aspect of each case.

Make sure everyone knows the next steps.

Conclude the meeting on time.