

Appendix #1a thru Appendix #14

Appendix #1a. Letter to the chair of department with a faculty member who must be considered for tenure. To be sent no later than March 10.

Dear:

Next year _____ will be eligible for tenure consideration, in accordance with the Policies and Procedures respecting Recruitment and Appointment, Reappointment, Promotion, Tenure, and Termination of Teaching Faculty, Part One, Article III, Section D, Paragraphs 1a and 1b, which read in part:

The normal probationary period before tenure becomes effective is six years. Full-time teaching experience at other institutions, up to a maximum of two years, may be counted in the probationary period, but in all cases the tenure candidate must teach at least four years at Wheaton before being eligible for tenure review. In extraordinary circumstances it is possible for a candidate to come up for review before the sixth year but this is rare.

A faculty member shall, therefore, normally be considered for tenure during the sixth year of service at Wheaton. If granted, tenure becomes effective at the beginning of the first academic year following the tenure decision. If the tenure decision by the Committee on Tenure is negative, the member may remain at Wheaton only one year beyond the academic year in which that decision is made.

In a few weeks the Committee on Tenure will be inviting next year's tenure candidates and the chairs or other representatives of their respective departments to an informal meeting to discuss procedures. In the meantime it would be helpful if the tenured members of your department could reach a tentative decision as to which of you will represent the department as the seventh member of the Committee during the consideration of ____'s case. A firm decision on this matter need not be made until the fall, when the tenured members of the department should meet in accordance with the provisions of Part One, Article III, Section D, Paragraph 2b, of the Policies and Procedures.

Please inform the Chair of the Tenure Committee no later than April 10, who should be invited to represent your department at the spring meeting.

Sincerely yours,

Provost

Appendix #1b. Letter to the chairs of departments with non-tenured faculty members.
To be sent no later than March 10.

Dear:

Please consider whether your department has anyone who might be eligible next year for tenure consideration, prior to the mandatory year, in accordance with the Policies and Procedures respecting Recruitment and Appointment, Reappointment, Promotion, Tenure, and Termination of Teaching Faculty, Part One, Article III, Section D, Paragraphs 1a and 1b, which read:

The normal probationary period before tenure becomes effective is six years. Full-time teaching experience at other institutions, up to a maximum of two years, may be counted in the probationary period, but in all cases the tenure candidate must teach at least four years at Wheaton before being eligible for tenure review. In extraordinary circumstances it is possible for a candidate to come up for review before the sixth year but this is rare.

A faculty member shall, therefore, normally be considered for tenure during the sixth year of service at Wheaton. If granted, tenure becomes effective at the beginning of the first academic year following the tenure decision. If the tenure decision by the Committee on Tenure is negative, the member may remain at Wheaton only one year beyond the academic year in which that decision is made.

If your department decides to initiate a tenure consideration next year prior to the mandatory year for the candidate's consideration, please inform the Provost of this decision in writing no later than April 12. The candidate must give written consent.

In the meantime, if your department is initiating consideration, please have the tenured members of your department reach a tentative decision as to which of you will represent the department as the seventh member of the Committee during consideration of your candidate, since in a few weeks the Committee on Tenure will be inviting next year's tenure candidates and the chairs or other representatives of their respective departments to an informal meeting to discuss procedures. A firm decision about the departmental representative need not be made until the fall, when the tenured members of the department should meet in accordance with the provisions of Part One, Article III, Section D, Paragraph 2b.

Please inform the Provost's Office no later than April 12, who should be invited to represent your department at the spring meeting.

Sincerely yours,

Provost

Appendix #2. Letter to all eligible candidates, department representatives, and the newly elected member of the Committee on Tenure, inviting them to the spring meeting. To be sent on or about April 15.

Dear:

You are invited to an informal meeting of next year's tenure candidates and departmental representatives with members of the Committee on Tenure on ____ at ____ p.m. in _____. We shall discuss tenure procedures and try to answer any questions that candidates or others may have.

Please let me know by _____ whether you will be able to attend.

Yours sincerely,

Chair, Committee on Tenure

[The following paragraph is to be added to the candidate's letter (to be inserted where starred*** above)]**

Prior to the meeting, you may wish to refer to the relevant Statutes of Wheaton College and to Faculty Legislation as it relates to tenure. For your convenience, I am enclosing copies of the Statutes and the legislation. I am also enclosing a copy of the "Procedural Guidelines of the Tenure Committee."

[In the case of a potential candidate who has been notified that his or her appointment will terminate at the end of the sixth year, the following paragraph is also to be added.]

I particularly wish to call to your attention to the provision of Section D, Paragraph 1c, of the Policies and Procedures respecting Recruitment and Appointment, Reappointment, Promotion, Tenure, and Termination of Teaching Faculty, which gives you the right to request a tenure evaluation during your sixth year of service. If you choose to exercise this right, please so inform the office of the Provost in writing no later than September 1.

Appendix #3. Letter to the chair or departmental representative, if different from the chair, in which there is a candidate who must be considered for tenure during the current academic year or which has indicated that it will bring forward a candidate for early consideration. To be sent on or about September 15.

Dear:

The Committee on Tenure is assembling a dossier on _____, who will be considered for tenure during the current academic year, according to the Policies and Procedures respecting Recruitment and Appointment, Promotion, Tenure, and Termination of Teaching Faculty. The Committee would like you to submit a letter evaluating the candidate's teaching ability scholarly (artistic) competence, contributions to the Wheaton community, or any other qualities or activities that seem pertinent to you. We are asking each tenured member of your department to submit a similar letter, in accordance with Article III, Section D, Paragraph 3a, of the Policies and Procedures.

In addition, the Committee requests that in your role as representative of the department to the Committee on Tenure you prepare a report concerning the candidate's teaching. This report should include: 1. a summary of all evidence the department has obtained concerning the candidate's teaching, exclusive of student course evaluations, and 2. a historic, analytic, and comparative summary of student course evaluations, including an explanation of how the information was obtained, the questionnaire used, and how the evaluations compare with those received for other members of the department, both tenured and untenured. (See Guidelines VI J)

Please also inform me if you think other departments should be consulted either because of a formal inter-departmental tie or because of the nature of the candidate's discipline.

It is necessary for us to have your individual evaluation of the candidate and your report as departmental representative no later than November 15.

Your sincerely,

Chair, Committee on Tenure

Appendix #4. Letter to tenured members of a department in which there is a candidate for tenure. To be sent on or about September 15.

Dear:

As you may know, _____ in your department is a candidate for tenure. The Policies and Procedures respecting Recruitment and Appointment, Reappointment, Promotion, Tenure, and Termination of Teaching Faculty require that the Committee on Tenure solicit a written opinion from each tenured member of a candidate's department. Your letter should include an evaluation of the candidate's teaching ability, scholarly [artistic] competence, contributions to the Wheaton community, or any other qualities or activities that seem pertinent to you.

Your letter will be kept confidential for the exclusive use of the Tenure Committee (except in the case of an appeal of the committee's decision, when materials would be made available to the Appeals and Hearing Committee and to the College counsel). Please send your letters to me no later than November 15.

Yours sincerely,

Chair, Committee on Tenure

Appendix #5. Letter to general faculty, except tenured members of candidates' departments. To be released on or about September 15.

To: ALL MEMBERS OF THE FACULTY

From: Committee on Tenure

The Committee on Tenure is assembling dossiers on the following members of the faculty who have become eligible for consideration for tenure.

[list names]

We welcome your evaluation of their teaching ability, scholarly competence, contributions to the Wheaton community, or any other qualities or activities that seem pertinent.

All letters will be kept confidential for the exclusive use of the Tenure Committee (except in the case of an appeal of the committee's decision when materials would be made available to the Appeals and Hearing Committee and to College counsel)*

Letters should be sent to me no later than November 15.

Yours sincerely,

Chair, Committee on Tenure

Note to secretary: Send to all faculty. Be sure to enclose a copy of page "Rules of Confidentiality" [copy at back of this packet of letters]

Appendix #6a. Letter to junior and senior majors of the candidate's department. To be sent on or about October 1.

To: All Junior and Senior Majors of the Department

The Committee on Tenure is considering _____ for tenure this year. As a part of its evaluation, the Committee is soliciting letters from junior and senior majors in the candidate's department. We believe that you are uniquely placed to comment on the quality of his/her teaching.

Please give us your candid opinion of _____'s teaching. Any comments you can make will be considered carefully. Be as specific as you can and indicate the courses you have taken from the candidate. Send your letter directly to me before November 15. Your letter will be kept confidential for the exclusive use of the Tenure Committee (except in the case of an appeal of the decision of that committee, when materials would be made available to the Appeals and Hearing committee and to College counsel).*

Sincerely,

Provost

***Be sure to enclose a copy of page "Rules of Confidentiality" [copy at back of this packet of letters]**

Appendix #6b. Letter to juniors and seniors who have taken two or more courses from the candidate. To be sent on or about October 1.

To: [Juniors and seniors who have taken two or more courses from candidates]

The Committee on Tenure is considering _____ for tenure this year. As a part of its evaluation, the Committee is soliciting letters from juniors and seniors who have taken two or more courses from the candidate. We believe that you are uniquely placed to comment on the quality of his/her teaching.

Please give us your candid opinion of _____'s teaching. Any comments you can make will be considered carefully. Be as specific as you can and indicate the courses you have taken from the candidate. Send your letter directly to me before November 15. Your letter will be kept confidential for the exclusive use of the Tenure Committee (except in the case of an appeal of the decision of that committee, when materials would be made available to the Appeals and Hearing committee and to College counsel).*

Sincerely,

Provost

***Be sure to enclose a copy of page "Rules of Confidentiality" [copy at back of this packet of letters]**

Appendix #7a. Letter to alumnae who majored in the candidate's department. To be sent on or about October 1.

Dear [Alumnae]:

The Committee on Tenure is considering _____ for tenure this year. As a part of its evaluation, the Committee is soliciting letters from recent Alumnae who majored in _____ at Wheaton. We believe that the views and opinions of those who have been away from Wheaton for a time and have had an opportunity to reflect on their Wheaton education can be particularly helpful to us.

Please give us your candid opinion of _____'s teaching. Any comments you can make will be considered carefully. Be as specific as you can and indicate the courses you have taken from the candidate. Send your letter directly to me before November 15. Your letter will be kept confidential for the exclusive use of the Tenure Committee (except in the case of an appeal of the decision of that committee, when materials would be made available to the Appeals and Hearing committee and to College counsel).*

Sincerely,

Provost

***Be sure to enclose a copy of page "Rules of Confidentiality" [copy at back of this packet of letters]**

Appendix #7b. Letter to alumnae who took two or more courses from the candidate. To be sent on or about October 1.

Dear [Alumnae - who took 2 or more courses]

The Committee on Tenure is considering _____ for tenure this year. As part of its evaluation, the Committee is soliciting letters from recent alumnae who took two or more courses from the candidate. We believe that the views and opinions of those who have been away from Wheaton for a time and have had an opportunity to reflect on their Wheaton education can be particularly helpful to us.

Please give us your candid opinion of _____'s teaching. Any comments you can make will be considered carefully. Be as specific as you can and indicate the courses you have taken from the candidate. Send your letter directly to me before November 15. Your letter will be kept confidential for the exclusive use of the Tenure Committee (except in the case of an appeal of the decision of that committee, when materials would be made available to the Appeals and Hearing committee and to College counsel).*

Sincerely,

Provost

***Be sure to enclose a copy of page "Rules of Confidentiality" [copy at back of this packet of letters]**

Appendix #8. Letter to outside referee

Dear:

Thank you for your willingness to serve as an outside referee in the evaluation of _____'s scholarship. Your assessment will be useful to the Committee on Tenure in its consideration of _____ for a tenured position at Wheaton College.

Although _____ included your name in a list of persons who could give an appraisal of his/her scholarly work, under our rules of confidentiality he/she should not know that you are a referee. Your letter will be kept confidential for the exclusive use of the Committee on Tenure, (except in the case of an appeal of the decision of that committee, when materials would be made available to the Appeals and Hearing Committee and to College counsel). It could be useful for candidates to access referees' comments and suggestions. If you are willing for me to share the contents of your letter, either anonymously or otherwise, with Professor _____, please let me know by indicating this in your letter. *

I am sending you a copy of _____'s curriculum vitae and copies of his/her scholarly/creative work for your evaluation. We would like to have your full and frank appraisal of the scholarly/artistic quality of the individual materials, including your opinion of their soundness, originality, and actual or potential contribution to the field, and an assessment of the quality of the work as a whole. You are not being asked to recommend for or against tenure, that is the charge to the `Committee on Tenure.

The Committee would appreciate your sending your evaluation to me by _____. Please return all the enclosed materials along with your letter of appraisal. A return envelope is enclosed for your convenience.

Yours sincerely,

Provost

***Be sure to enclose a copy of page "Rules of Confidentiality" [copy at back of this packet of letters]**

Appendix #9. Memo to members of Committee on Tenure and representative of the candidate's department. To be sent on or about December 15.

To: Committee on Tenure

From: _____, Chair

Re: Tenure Dossiers

The dossiers of the tenure candidates are now virtually complete. Will you please contact the Provost's Office in order to 1) pick up the folder or folders of materials duplicated for each of us and copies of the publications of the candidate or candidates and 2) make arrangements to consult the materials which have not been duplicated and therefore must be reviewed in Park Hall. The latter consists of: the letters from students and alumnae for each candidate; all course evaluations for each candidate with the exception of current semester. All of the other materials in the dossier of each candidate are represented in the folder; you will retain these folders until our deliberations have been completed.

Committee members are reminded that all materials in the dossier or dossiers are confidential except for publications.

Appendix #10a. Letter to successful candidate after telephone call informing candidate of Committee's decision.

Dear [successful candidate]:

It is with pleasure that I write to confirm _____'s telephone call on _____, informing you of the decision of the Committee on Tenure to recommend to the Board of Trustees that you be granted tenure at Wheaton.

You have my heartiest congratulations and best wishes in your career as a member of the Wheaton faculty.

Yours sincerely,

Chair, Committee on Tenure

Appendix #10b. Letter to unsuccessful candidate after telephone call informing candidate of Committee's decision.

Dear [unsuccessful candidate]:

It is with regret that I write to confirm _____'s telephone call on _____, informing you of the decision of the Committee on Tenure not to recommend to the Board of Trustees that you be granted tenure at Wheaton.

You have the right to request written clarification of the Committee's decision, including the votes of the individual members of the Committee. If you wish to make such a request, please inform me in writing by _____. **(ten days)**

Yours sincerely,

_____,
Chair, Committee on Tenure

Appendix #11. Opening paragraphs of a letter explaining to an unsuccessful candidate the reasons for not recommending tenure. To be sent as soon as possible after the request is made, but ordinarily not before the Committee's approval of the public minutes.

Dear [unsuccessful candidate]:

In accordance with Faculty Legislation, and at your request, the Committee on Tenure is providing you with a statement of the factors involved in the Committee's decision not to recommend to the Board of Trustees that you be granted tenure at Wheaton.

In its deliberations the Committee had available to it letters from: students, alumnae/i, members of your department, other members of the faculty and administration, and persons outside the Wheaton Community who had written at your request. We also considered material submitted by you, student evaluations of your teaching, and the evaluations of your scholarly materials by _____ scholars not connected with Wheaton who were chosen from the list you submitted to the Provost.

In its deliberations the Committee followed the guidelines provided by the Faculty Legislation. First, promise, based upon performance, for a successful career as a teacher. Second, promise, based upon performance, of continued growth as a scholar or artist. Third, promise, based upon performance, of continued growth as a responsible participant in other activities associated with a liberal arts college.

[From here, there is a reasonably factual evaluation of the three areas. This should include the positive contributions considered by the Committee as well as the negative, so that the candidate will know that what he or she has done has not gone unnoticed. Not every detail is noted. No names are mentioned.)

Yours sincerely,

Chair, Committee on Tenure

Appendix #12. Procedural Guidelines

Confidential Summary Tenure Committee Meeting _____
Date

Candidates Name

The meeting of the Tenure Committee to consider the tenure case of _____ began at _____ on _____ in the Park Hall Conference Room.

Present were: [the names of all members of the Tenure Committee should be listed and the persons serving as Chair, Department Representative, and Secretary should be indicated]. The proceeding were recorded on audio tape.

The Chair opened the meeting with a review of pertinent sections of Faculty Legislation and of the guidelines for the Tenure Committee. He/She reminded Committee members of the confidentiality of all the proceedings.

After the Department Representative communicated the recommendation of the _____ Department, the members of the Tenure Committee considered all the evidence concerning the candidate's contributions in the areas of teaching, scholarship, and community service. In addition, the Committee discussed institutional considerations with regard to the future role of the candidate in the _____ Department and in the College.

When members of the Committee were satisfied that all of the criteria for the awarding of tenure had received adequate consideration, a final vote was taken. The Committee voted as follows: [Unless the vote is stated to be unanimous, the name of teach member of the Tenure Committee must be listed followed by his/her vote, and the numerical outcome of the vote must be interpreted with regard to whether or not the Committee will recommend that the candidate be awarded tenure.

The meeting was adjourned at _____ a.m.

Respectfully submitted,

_____, Secretary

Appendix 13.

Tenure Committee - Public Announcement

The Tenure Committee for _____ of the Department of _____
met in _____ and was called to order by
_____, Tenure Committee Chair, at _____ on
_____.

Present were: _____,
_____,
_____,
_____.

_____ read from Faculty Legislation relevant passages
pertaining to tenure and reminded members of the Committee of the confidentiality of the
proceedings.

After a full consideration of all the evidence placed before it, the Committee concluded
that _____ met all the criteria for tenure as stated in faculty
legislation. The Committee voted to recommend to the Board of Trustees that
_____ be awarded tenure.

Chair

“Rules of Confidentiality”

All confidential minutes and records shall be sealed and inaccessible, except to members of the Committee that heard the case, the President, and the Provost and except as may be otherwise provided by the College’s then current “Review and Appeals Procedures for Certain Faculty Grievances,” for a period of 30 years. After 30 years, these records shall be reviewed by the Provost, who shall decide, depending on the sensitivity of the records, whether they should be opened at that time or should be resealed or otherwise restricted for a further period not to exceed 20 years, provided that records regarding the case of an individual still an active member of the faculty, shall not be opened. Once no longer restricted, the records shall be opened for the use of researchers.

Appendix 14.

Checklist for Tenure Candidates and Departmental Representatives

This is a list of items that Tenure Committee considers and/or finds helpful when reviewing a tenure case. They are not in order of importance.

- The candidate's full c.v.
- A statement from the candidate, which usually outlines the candidate's sense of his or her work at Wheaton so far and plans for the future.
- A rich, discursive departmental statement that, in addition to summarizing the candidate's credentials, addresses the role of the candidate in the department and in the college and outlines the candidate's role in the future of the department
- Evaluations from the candidate's courses compared, statistically, to evaluations from other department members in comparable courses. Statistics should be compiled for the average number of hours students spend on each of the candidate's classes per week; the calculation should be grouped as <3, 3-4, 5-6, 7-8, >8. In addition, statistics should be gathered for the amount of time students spend on the candidate's course (much less, less, same, more, much more) compared to the amount they spend on other courses.
- Evidence of a number of classroom observations of the candidate, by different department members
- Reports from at least three outside reviewers who discuss the candidate's scholarship and/or creative production
- Letters from each tenured member of the department
- Letters from alumnae/i majors and from alums who had two or more courses with the candidate
- Letters from current majors and current students who have had

two or more courses

- Letters from any outside professionals
- Letters from Wheaton faculty **that arrive by the first working day after Thanksgiving**
- The average GPA in the candidate's courses for each semester, compared to departmental average GPA and college average GPA. Generated by the Registrar's Office.
- Enrollments in the candidate's courses and in other courses in the department, by semester. Generated by the Registrar's Office.
- All the candidate's research or creative production from her or his time at Wheaton
- All the student evaluations from all the courses the candidate has taught at Wheaton
- All the candidate's annual evaluations
- All the candidate's course syllabi