

2023-2024 DUCOM TENURE PROCESS REQUIREMENTS & TIMELINE

Tenure Dossier Required Documents:

1. **Letter of Support from Department Chair(s)**
 - Addressed to the Dean and including the impact of the candidate's research/education/service on the department and the field
2. **A Minimum Of 6 Letters from Highly Qualified External Reviewers**
 - The reviewers will be asked about the appropriateness of awarding tenure to this candidate and the standing of this candidate relative to his or her peers at other prominent institutions. It is preferable that the reviewers be tenured at their own institution and, for outside reviewers, that they are not closely associated with the candidate (e.g. previous supervisors and collaborators).
 - Letter writers are required to be "*at arms length*", not collaborators, co-authors, or formerly involved in education, training, or advising the candidate. Letter writers **may not** be collaborators who the candidate has published with or has had a grant with in the past 5 years, the candidate's thesis or post-doctoral advisors, etc.
3. **2 Letters from Highly Qualified Internal Reviewers**
4. **Brief Biographies of Reviewers**
 - Reviewers should be tenured
5. **Copies of Letters to External Reviewers**
6. **Complete Curriculum Vitae**
7. **Abbreviated CV – 2 pages**
8. **Personal Statement**
 - 1 page narrative that addresses Research, Teaching/Mentoring, Service
9. **Other Written Statements or Materials**
 - Example: Teaching evaluations
10. **Membership List of Department Tenure Committee**
11. **[Candidate Summary Form](#)**
12. **Department Head Report**
13. **Candidate Acknowledgement of Chair Letter**
14. **Department Tenure & Promotion Committee Report**
 - Completed by individual department and signed by chair
15. **Candidate Acknowledgement of Department Tenure & Promotion Recommendation**
 - Written by department
16. **Final PDF of documents 1-16**

**2023-2024 DUCOM TENURE TIMELINE**

Deadline	
Tuesday, January 24, 2023	Provost Office notifies Office of Faculty of candidates scheduled to be considered for tenure and promotion for AY 2023-2024. <i>All schools and colleges are required to submit their tenure and promotion policies and procedures to the Office of the Provost for approval.</i>
Wednesday, March 1, 2023	Deadline for Departments to declare to Office of Faculty (COM.FAFD@drexel.edu) intention for faculty to be considered for early tenure review in AY 2023-2024 (requires approval by Provost via the Office of Faculty Affairs).
Friday, March 24, 2023	Office of Faculty submits final list of their tenure candidates to the Provost Office.
Friday, August 18, 2023	Candidate submits final dossier to their academic department chair.
Friday, September 22, 2023	Deadline for departmental committee review. Candidate dossier and Departmental committee report forwarded to the Department Chair. A written summary is provided to the candidate.
Tuesday, October 31, 2023	Candidate provides written acknowledgement of receipt of Departmental committee feedback.
Wednesday, November 1, 2023	Official record, including dossier, sent by candidate's chair to Office of Faculty (COM.FAFD@drexel.edu) who forwards the record to the DUCOM Tenure Committee for review and recommendation.
Tuesday, November 28, 2023	DUCOM Tenure Committee will review candidate's application and provide a written recommendation on the candidate which will be forwarded to the Office of Faculty. The Office of Faculty will send the written summary and recommendation to the candidate and cc-the Department Chair.
Tuesday, December 5, 2023	Candidate provides written acknowledgement of receipt of DUCOM Tenure Committee Chair's summary and recommendation to the Office of Faculty. Candidate must note any objections to the recommendation in writing delivered to the Office of the Dean within thirty (30) days of receipt. Candidate's acknowledgement and written comments are included in the official dossier.
Tuesday, December 12, 2023	The Office of Faculty organizes the official dossier in preparation for presentation of candidates at Executive Committee of the Faculty for review at its next regular meeting.
Thursday, January 4, 2024	Candidates are presented by the Tenure Committee Chair at the Executive Committee of the Faculty (ECOF). ECOF will review and record its recommendations on the tenure candidate to the Dean for their consideration.
Tuesday, January 16, 2024	Candidate provides written acknowledgement of receipt of ECOF/Dean's report. Candidate forwards any written comments addressing contents of reports to the Office of the Dean. Candidate's acknowledgement and written comments become part of the official dossier.

Monday, January 22, 2024	The Office of Faculty will upload the candidate’s official dossier electronically to the Provost’s Office via SharePoint. The recommendations of the Dean must be shared with the candidate.
Friday, January 26, 2024	Tenure/Promotion documents made available to University Tenure and Promotion Committee.

The Drexel University Tenure Calendar can be found [here](#).

Between February 6-20 University Tenure and Promotion Committee meeting.

By April 7 Provost presents his/her recommendations for tenure and/or promotion to the President and informs Deans/Directors of recommendations.

Second full week of April Provost informs candidates of the President’s and the Provost’s recommendations for tenure and/or promotion.

May meeting Academic Affairs Committee of the Board of Trustees reviews tenure cases.

May meeting Board of Trustees consider Tenure cases.

First week of June Provost notifies candidates in writing of the actions of the Board of Trustees.