I. INTRODUCTION

The purpose of this administrative policy statement is to specify materials required by the Board of Regents when the Board of Regents is asked to consider granting tenure to a new faculty hire appointing a faculty member with tenure (often referred to as an outside hire with tenure). This administrative policy statement implements the criteria and standards as outlined in Regent Law 5.B.5 and the Administrative Policy Statement on Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion.

II. POLICY STATEMENT

A. A case is considered an outside hire with tenure if the letter of offer indicates that the tenure review process will be initiated upon hire or the hire is contingent upon tenure being granted.

B. All requests for approval of new hires with tenure must include:
   1. The candidate summary, indicating the recommended action and the candidate’s education and experience, a separate statement from the head of the primary unit (chair or dean) addressing the following four points:
   2. A letter from the Vice Chancellor’s Advisory Committee and/or Dean summarizing the candidate’s qualifications for tenure.
   3. A Personnel Recommendation Form. A complete record of the faculty vote for tenure (at each level). This requirement was established in 2005 at the request of the Board of Regents. This form requires a signature.
from the provost or vice chancellor for academic affairs and a signature from the chancellor assuring the Board of Regents that the candidate has gone through the proper tenure review process.

1. **A description of the fiscal and academic program plans for the unit in terms of long-range planning**
   This statement should include, for example, the academic unit's plans to strengthen a particular area in a discipline, to replace retirees in a discipline, to develop a new thrust or focus, to come up with resources, to identify and accommodate changes that will occur in the college/school, etc.

2. **Explanation of how the personnel action fits into the unit's plan**

3. **A statement of the specific merits of the candidate**

4. **This brief statement indicates how the candidate meets the needs that have been identified above. The statement may include the candidate’s impact on his/her field, mentorship experience, grant funding history, or any other detail that illustrates specific merits of the candidate.**

B. **If, at the time the letter of offer was issued, the individual held a tenured position at another institution, the letter(s) of recommendation for hire may be used in the tenure evaluation process in place of the external evaluation letters typically required. If necessary, additional letters may be requested in the tenure evaluation process.**

C. **If more than 80% of the department’s faculty members have tenure, the tenure request must be accompanied by a table that specifies the current tenure rate and the predicted tenure rate in five years.**

D. **Personnel Recommendation Form. In addition to the letter of justification provided by the head of the primary unit, a complete record of the faculty vote (at each level) needs to be provided. This is a new requirement established in 2005 at the request of the Board of Regents. This form requires a signature from the provost or vice chancellor for academic affairs and a signature from the chancellor assuring the Board of Regents that the candidate has gone through the proper review process and has met the criteria justifying an appointment with tenure.**

E. **The Chancellor or Provost should be prepared to respond to questions and/or requests for additional information from the Board of Regents following their review of the above required materials.**

### III. HISTORY

- **Initial Policy Effective: January 1, 2006**
- **Amended February 23, 2009: Non-substantive changes made to replace references to Appendix A of *Laws of the Regents* with the Administrative Policy Statement on Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion. Appendix A was rescinded and replaced by the APS on Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion (July 1, 2007).**
- **APS revised January 17, 2013**
- **APS revised September 1, 2018 (Pending)**

### IV. KEY WORDS

Tenure, faculty, outside hire