

COE Expedited Tenure Review Guidelines

May 2024

An *expedited tenure review* process will be followed for faculty hires that include the award of tenure. These College of Engineering (COE) guidelines are meant to expound on and be consistent with the University of Delaware Guidelines for Expedited Tenure Review.

The COE P&T committee will review the award of tenure based on an abbreviated dossier submitted by the candidate, the recommendations of the respective Department's Chair and P&T Committee, and on letters from at least five external reviewers. At least three of these letters shall be from reviewers selected by the Department P&T committee in coordination with the Department's Chair. These reviewers identified by the Department shall consist of experts in the field of the faculty hire who (1) did not provide letters of recommendation for the candidate as part of the original application for the position and (2) are not direct collaborators of, nor were selected by the candidate.

The departmental criteria for awarding tenure, a complete curriculum vitae, and an abbreviated dossier will be provided to the external reviewers selected by the Departmental P&T committee with the request for their recommendation to award tenure. The abbreviated dossier should demonstrate the candidate's excellence in research, teaching, and service to their previous institution(s) and the profession. The identity of the external reviewers is confidential and shall not be shared with the candidate seeking the expedited tenure review. If tenure is a possibility, the request for reference letters as part of the original application review should ask the reviewers to comment explicitly on whether the applicant should be granted tenure.

As soon as the Department P&T committee sends requests for external reviewer letters, it should notify the Associate Dean for Academic Affairs (ADAA) with a copy to the Assistant to the ADAA that an expedited tenure review is underway. The Assistant to the ADAA will notify the COE P&T committee that they should be prepared to conduct a review soon. Once available, the Department P&T committee should send its recommendation, along with the abbreviated dossier, external reviewer letters, and the Department Chair's recommendation, to the Assistant to the ADAA. The COE P&T committee will meet within five business days to review the material and will provide its recommendation to the Dean of the COE within no more than five business days thereafter. The Dean then makes the recommendation to the Provost.