

## **REQUIREMENTS FOR TENURE RECOMMENDATIONS**

Please submit the original 3 copies of the following as part of the Tenure Package:

- Faculty Status Form* (<http://www.umassmed.edu/uploadedFiles/FacStatusForm.xls>)
- Letter from Department Tenure Committee, or equivalent that includes the following:
  - date the committee met, and the names of the attendees;
  - name of the faculty member being considered for tenure and his or her current rank;
  - brief discussion of faculty member's contributions to the academic mission;
  - summary of committee's decision regarding faculty member's award of tenure.
- Letter from the Department Chair to the Chancellor that includes the following:
  - brief comment on relationship of tenure recommendation to departmental program plans and affirmative action goals;
  - brief description of faculty member's academic and professional background;
  - evaluation of faculty member's commitment and accomplishments to the academic mission.
- Current Curriculum Vitae (dated within 90 days of submission of the packet):
  - education, degrees, licensure and board certification (if relevant);
  - professional experience including research, teaching and service;
  - complete summary year by year of educational activities including courses taught, number of students trained or mentored, grand rounds, among others;
  - complete summary of service on committees, task forces, etc;
  - complete bibliography with citations clearly separated and distinguished as original peer reviewed articles, abstracts, books or chapters, case reports and technical manuals;
  - invited presentations at national and international meetings;
  - service on editorial boards and study sections;
  - grant award information, including grant agencies, award periods of total funds awarded;
  - list of past post-docs and graduate students and their current positions.
- Research statement that includes a description of the faculty member's current research interests as well as future goals and anticipated research projects.
- List of names, titles and affiliation of all individuals from whom letters of evaluation were requested.
- Letters of Reference (individuals who know the qualifications of the candidate first-hand, or can otherwise evaluate the candidate's accomplishments in all applicable areas of the academic mission rather than merely restating the contents of the CV). Letters must state the faculty member's proposed title. A minimum of five letters of reference are required.
- Teaching portfolio and evaluations (student or resident evaluations, course listings, teaching awards or honors received.) Additional information may be found here:  
[http://umassmed.edu/uploadedFiles/Teaching\\_Portfolio\\_Format.pdf](http://umassmed.edu/uploadedFiles/Teaching_Portfolio_Format.pdf)
- Published Works - include a minimum of five publications representative of the individual's work.