

## CAMPUS REQUIREMENTS FOR RECRUITMENT OF FACULTY COMING WITH TENURE 2022-2023

This document overviews several procedural matters when hiring senior faculty who will be hired with tenure. Decisions to grant tenure are among the most important ones made by faculty and administrators at all levels of the university. While prior receipt of tenure at a peer institution can streamline the review process, it does not replace the need for multilevel review by both faculty and administrators to ensure that all levels agree that the candidate has a strong record of effective teaching and outstanding research or creative activity. In addition to the multilevel review, IUB now requires a Misconduct Review for any candidate that will be offered a position with tenure.

This process is further outlined on the VPFAA [website](#).

If you have any questions about the process, please do not hesitate to contact the Office of the Vice Provost for Faculty and Academic Affairs at [vpfaa@indiana.edu](mailto:vpfaa@indiana.edu).

**Preliminary and Final Offer Letters:** It is essential that the letter include a statement highlighting that the offer is conditional. We recommend the following:

*“Please note that this offer must also gain final administrative approval and is subject to the University’s receipt of verification of your credentials and other information required by law, and on your furnishing the federally required documentation showing that you are a citizen or permanent resident of the United States or an authorized alien entitled to be employed in the U.S. for the period of your appointment. Indiana University participates in the U.S. Department of Homeland Security’s E-Verify Program to confirm employment eligibility. Upon acceptance of your offer, you will receive an email containing information on employment eligibility verification and the E-Verify process. This appointment is also conditional on a positive outcome of a background check, a part of the appointment process for all faculty and staff at the University as well as a misconduct review for prospective tenured faculty. You will receive an authorization/release [form](#) that you will be asked to sign. The misconduct review will occur before this offer is finalized, and the background check will be initiated and completed through HireRight, the default web-based system, once all appointment-related documentation has been submitted to the Business Office.*

**The Expedited Tenure Review Process:** Once a department and/or school have decided they will make a conditional offer to a candidate, the department will first provide the candidate with the Misconduct Review Disclosure Release [form](#). VPFAA will solicit prior institutions for which the candidate has worked in the past 10 years. The release form allows the prior institutions to disclose any prior misconduct investigations to IUB. While the Misconduct Review is underway, the department needs to prepare a mini-dossier for an expedited tenure review by faculty and administrators at the department (when applicable) and school levels. At a minimum, this dossier should include: 1) the candidate’s CV; 2) evidence of excellence in research/creative activity, teaching, or service/engagement, 3) evidence of effectiveness in the other two areas; and 4) 6 external letters (3 of these letters can be the reference letters supplied by the candidate as part of the application; the other 3 should be solicited by the department). If the candidate has previously been awarded tenure at a peer institution, evidence documenting research, teaching and service can be brief (summary information totaling 2-3 pages). If they have not previously been awarded tenure at a peer institution, it should be more substantial, including documentation of teaching, research and service performance.

Once the dossier has been compiled, the relevant faculty committee(s) should review and vote. This review and vote can only occur after all dossier materials are compiled, including the 6 external letters. If this is a department level review, the department Chair should include in the dossier a brief (i.e. 1-2 page) memo summarizing the department faculty’s and Chair’s assessment of teaching and research and the faculty vote. At the school level, the faculty committee, or some subset of that committee, should likewise review the case. The Dean should briefly summarize that committee’s or subcommittee’s assessment of the case and indicate his/her own support for the candidate.

**Although departments and/or schools may have signaled support for the candidate after a campus visit and informally discussed likely terms of an offer, a formal offer cannot be recommended to VPFAA until the Misconduct Waiver/Review form has been filled out by the candidate and the mini- dossier has been reviewed and received a positive vote at the school level. For an August 1 start date, this process should be completed before May 1 (see below).**

**The Hiring Proposal or Waiver Request in PeopleAdmin:** After the school and dean have completed their review of the dossier, the hiring proposal (or waiver request) should then be submitted for review by the Office of Institutional Equity and VPFAA. Key components of the mini-dossier to be attached to the PeopleAdmin documents are:

- 1) The CV;
- 2) The chair's brief memo assessing research and teaching, including some information on the basis used for that assessment. The memo should also summarize the department vote (where applicable);
- 3) Dean's brief memo assessing research and teaching and summarizing the school committee or subcommittee's assessment of the case;
- 4) 6 external letters.

Please note: Final approval of any faculty hire with tenure is contingent on the outcome of the misconduct review as well as the background check.

**Deadlines for August 1 start dates:** If you are hiring someone who holds a tenure-line position at another university, the AAUP expects faculty to give adequate notice to their home institution that they are leaving. For an August 1 start date, the AAUP recommends notification to their home institution by May 15. Assuming a faculty member has two weeks from offer to final decision, most offers should be made to faculty by May 1. An offer date of May 1 also allows an accepted offer to be put on the agenda for the June Board of Trustees meeting for final approval of the hire.