

## **The Tenure Review Process at [institution]**

**To be written by each institution and provided to faculty members seeking promotion/tenure.**

- Summary of the contents of the tenure packet
  - Promotion and Tenure Timetable at [institution]
  - Summary of Headings for Tenure Application Form
  - Guidelines for Support Letters
  - Sample Presentation Formats for Student Evaluations
  - University of Maine System Tenure and Promotion Application Form
  
- Information on Board of Trustees policy
  
- Information on campus-specific needs and policies, related to the mission of the campus
  
- Information on the criteria used for promotion and tenure
  
- Contact person for assistance with questions about the process