TO: Chief Academic Officers

FROM: Elsa Nuñez
Vice Chancellor for Academic and Student Affairs

RE: Tenure Nominations 2007

The Board of Trustees will consider tenure nominations at the March 18-19, 2007 meeting. It is understood that all faculty nominations for tenure will be made in accord with Board of Trustees policy guidelines and that the internal tenure procedures of each institution are in accord with the provisions outlined in the collective bargaining agreement. In order to facilitate the preparation of materials for review by the Board of Trustees, I ask you to note the following:

1. The letter of transmittal, covering all materials and information relating to the tenure nominations, should be sent over the signature of the President to the Chancellor. You need not send an additional copy to the Vice Chancellor. The letter and tenure materials are due in the Chancellor’s Office no later than February 5, 2007.

2. In addition to the letter of transmittal, the submission should include:

   a. A list of nominees, following the format of the sample enclosed, listing faculty by level of promotion and noting the individual by name, College or Division, current rank and number of years of service. Also indicated should be whether any candidates are exceptions to Board of Trustees policy;

   b. Campus data, including a list of applicants considered for tenure in the present year, and a three-year tenure track profile following the format of the sample enclosed;

   c. An individual Tenure Presentation Outline on each nominee, following the format of the sample enclosed with all pages numbered consecutively (this is also being sent to you electronically for distribution to the candidates);
d. Brief descriptions of each candidate (no more than 250 words) including education attained, years of experience at your institution, highlights, similar to the sample provided (please also send electronically to Rowena Clukey – rowenac@maine.edu) in my office;

e. A copy of your institution’s tenure policy; and

f. A copy of the unit criteria for tenure for each department submitting a candidate

The enclosed materials are provided to assist you and your faculty in preparing your nominations. Please be certain that the pages in each individual tenure presentation outline are numbered consecutively and that each item in the outline is addressed. If there is an item that does not pertain to the candidate please note with “N/A.” Transmittal letters that are inserted prior to section III can be numbered with the appropriate page number followed by “a,” “b,” “c,” and so on. Materials described in items a, b, d and e above will be forwarded to the full Board of Trustees. Under the Board of Trustees’ consent agenda format, members of the Board will not necessarily read the complete documentation on each candidate; hence the importance of the candidates’ professional “sketches.” In addition, each individual dossier will be carefully reviewed in its entirety at the Vice Chancellor level and provided to the BOT upon request.

If any of your nominations for tenure constitutes an exception to the Board of Trustees guidelines (a copy is enclosed), the rationale for the exception must be submitted in a separate letter from the President and attached to the candidate’s Individual Tenure Presentation Outline. It is important that the rationale for exception be presented in as detailed a manner as possible.

I appreciate your careful attention to these matters.