



ACADEMIC AFFAIRS  
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**MEMORANDUM**

**DATE:** January 14, 2020

**TO:** College Deans

**FROM:** Michele Hawkins, Vice Provost  
Academic Affairs

A handwritten signature in blue ink, appearing to read 'Michele Hawkins', is written over the printed name and title.

**RE: Candidates for Tenure as a Condition of Employment**

Please forward to my office via Interfolio, ePortfolios for those prospective faculty you wish to be recommended for tenure upon appointment. According to our *Criteria for Appointment, Promotion and Tenure of Faculty*, those ePortfolios need to include:

- An up-to-date resume
- A record of the professor's tenure at other universities
- References that may have been solicited as part of the recruitment process
- A vote of the tenured faculty of the department/school involved
- Letter of recommendation from the Department Chair/School Director
- Letter of recommendation from the Dean (which includes the vote of the College Promotion and Tenure Committee)

Please do not hesitate to contact me with any questions or concerns.

cc: Bret Danilowicz, Provost and Vice President for Academic Affairs  
University Promotion and Tenure Committee Members