

Administrative Appointments with the Award of Tenure Workflow

This provides a workflow for the appointment of senior executive level administrative appointees for whom we also propose the award of tenure. These include Chancellors, Senior/Vice Chancellors, Deans, Institute Directors and other University-wide leadership. Please note, this does *not* include Department Chairs. These appointments require approval by the Board for the award of tenure NOT the administrative appointment.

Appointments of this nature are very rare and are generally made by the Chancellor. These appointments should be discussed with the RBHS Office of Faculty Affairs prior to proceeding.

Workflow:

School Faculty Affairs Office sends the following materials to the RBHS Office of Faculty of Affairs:

1. Letter from tenure home department chair outlining support for the appointment with tenure
2. Letter from tenure home school dean outlining support for the appointment with tenure
3. If offer letter did not come from the Chancellor, a letter from the chancellor supporting the appointment with tenure and administrative appointment
4. References- these may be letters or summaries of conversations with referees. Note: Arms-length letters are not required.
5. Copy of the signed offer letter
6. CV
7. A detailed summary of the search process. In instances where a search firm was utilized this may be a summary from the search firm

School Faculty Affairs Office uploads package to Perceptive Content after RBHS Faculty Affairs has reviewed and sent to the Office of the President.

Note: no appointments should be posted or announced until *after* the Board has voted.