

DEPARTMENT OF PHILOSOPHY
Marquette University
Memorandum

To: Philosophy Department Junior Faculty
From: Rev. John L. Treloar, S.J., Chair
Dr. John D. Jones, Chair-Elect
Re: Departmental Procedures for Preparing Tenure/Promotion Dossiers
Relative to Deferral of Time-bound Tenure Year in AY 1998-99
Date: March 29, 1998

A. On March 16, 1998 the Office of the Vice President for Academic Affairs circulated a memo indicating that faculty may request an extension of the time period for the conferral of tenure due to the birth or adoption of a child no later than June 15 prior to the time-bound year. The Philosophy Department is now beginning the process of preparing dossiers for tenure and promotion cases for AY 1998-99. The Department will use the following procedures for assembling the tenure and promotion dossier for faculty approaching a time-bound year in AY 1998-99 who may be eligible for claiming an extension of the time period for conferring tenure due to the birth or adoption of a child. The Department will begin preparing all currently identified time-bound tenure cases on the assumption that they will be presented for consideration in the time-bound year of AY 1998-99. In particular, the Department will follow its ordinary procedures for soliciting letters from students and external reviewers. This means that the Department will begin mailing written requests for letters to students and potential external reviewers during April.

Once requests have been mailed to students and external reviewers, any responses that are received for a faculty member will be placed in that person's tenure and promotion dossier. The Department will continue preparing the dossier for a candidate according to its ordinary procedures until it receives formal notification by the Office of the Vice President for Academic Affairs that the faculty member has been granted an extension of the time period for the conferral of tenure. Any letters from students or external reviewers which are received in response to written requests mailed prior to such notification will be kept, and they will be included in the dossier when the case is presented for tenure and promotion review in AY 1999-2000. These letters will be discarded if the case is presented for tenure and promotion consideration after AY 1999-2000.

B. These same procedures will apply to all faculty who have AY 1998-99 as their time-bound tenure year and who, for any reason, are granted a deferral of their time-bound tenure year.

cc: Philosophy Department Executive Committee
Drs. Thomas Anderson, Anthony Peressini, Michael Wreen
Rev. Roland Teske, S.J.
Dr. Thomas E. Hachey, Dean, Arts and Sciences
Ms. Cindy Bauer, University Counsel

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Relative to Deferral of Time-bound Tenure Year.

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A. On March 16, 1998 the Office of the Vice President for Academic Affairs circulated a memo indicating that faculty may request an extension of the time period for the conferral of tenure due to the birth or adoption of a child no later than June 15 prior to the time-bound year. The Department will use the following procedures for assembling the tenure and promotion dossier for faculty approaching a time-bound year who may be eligible for claiming an extension of the time period for conferring tenure due to the birth or adoption of a child. The Department will begin preparing all currently identified time-bound tenure cases on the assumption that they will be presented for consideration in the time-bound year of the faculty member. In particular, the Department will follow its ordinary procedures for soliciting letters from students and external reviewers. This means that the Department normally will begin mailing written requests for letters to students and potential external reviewers during March and April.

Once requests have been mailed to students and external reviewers, any responses that are received for a faculty member will be placed in that person's tenure and promotion dossier. The Department will continue preparing the dossier for a candidate according to its ordinary procedures until it receives formal notification by the Office of the Vice President for Academic Affairs that the faculty member has been granted an extension of the time period for the conferral of tenure. Any letters from students or external reviewers which are received in response to written requests mailed prior to such notification will be kept, and they will be included in the dossier when the case is presented for tenure and promotion review in the next academic year which becomes the new time-bound year.

In preparing the dossier in the next academic year for the new time bound year, the department will follow its ordinary procedures for soliciting letters from students and external reviewers except that undergraduate students and external reviewers contacted previously (regardless of whether they wrote letters) would not be contacted again to write letters for the candidate. These letters will be discarded if the time bound year is deferred for more than one academic year after the academic year in which the letters have been obtained.

(For example, a faculty member with a time bound year of 1999-2000 has until June 15, 1999 to claim a deferral of the time bound year for reasons of the birth or adoption of a child. According to its ordinary procedures, the Philosophy Department will begin soliciting letters from students and external reviewers beginning in late March or April 1999. If the faculty member requests and is granted a deferral of the time-bound year to 2000-2001, the any letters received from students or external reviewers according to the conditions of the policy will be placed in the faculty member's dossier to be used when the case is presented in 2000-2001. Should the time-bound year be extended beyond 2000-2001, then all letters received in preparing the dossier in 1999 would be discarded.)

B. These same procedures will apply to all faculty who, for any reason, are granted a deferral of their time-bound tenure year.