



Professor Jean Morrison, University Provost and Chief Academic Officer

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TO: Charles River Campus Academic Deans

FROM: Jean Morrison, University Provost and Chief Academic Officer *JM*
Julie Sandell, Associate Provost for Faculty Affairs *JAS*

DATE: September 15, 2015

SUBJECT: Addition to Appointment and Promotion Dossiers

The dossiers that we use for our assessment of candidates being considered for appointments and/or promotions contain a wealth of detailed information in the sections on research/scholarship, teaching and service, external letters of evaluation, and narrative assessments by the department, school/college APT and the dean. Our current dossiers, however, lack a succinct description of the major elements of the candidate's career path. Such a description would provide the reader with a factual overview of the candidate's career path and thus the context of the appointment or promotion, which will facilitate assessment of the strengths and weaknesses of the case.

We believe such a narrative will enhance the assessment process and thus we ask that each dossier being developed contain a one paragraph description of the major elements of the career path of the candidate. This may be as brief as one or two sentences, but should not exceed one paragraph. This narrative should be the first page in the dossier, and should be available to all levels of review. Please communicate this change to your personnel involved in dossier preparation.

Please include in this narrative such information as:

- Start date at BU and department
- Prior position, including whether the person was on the tenure track, whether he or she was reviewed for tenure, and the outcome of any prior tenure reviews
- Length of time before tenure review or date of previous promotion
- Explanation for any extensions of the tenure clock, if applicable
- Explanation for early or out-of-cycle reviews, including the competing institution if our review is triggered by a retention situation

Please note that this is not the place to describe the strengths of the candidate or to advocate for the candidate. Only factual information should be provided.

Here are a few hypothetical examples of what this description might include:

[Name] became an Assistant Professor in the Sociology Department in 2009, immediately after completing her doctorate at Berkeley. There have been no unusual circumstances that have affected her tenure clock, so she will receive a final decision on promotion and tenure in her 7th year at Boston University, 2015-2016.

[Name] became an Assistant Professor in International Relations in 2008, following a 2 year postdoctoral fellowship at the London School of Economics. He had a one-semester workload reduction which extended his tenure clock by one year, so he will receive a final decision on promotion and tenure in his 8th year at Boston University, 2015-2016.

[Name] became an Assistant Professor in Accounting in 2011 after 3 years as a tenure track Assistant Professor at Duke University. She received credit for prior service on the tenure track and will receive a final decision on promotion and tenure in her 5th year at Boston University, 2015-2016.

[Name] is being recruited to join the Electrical and Computer Engineering department after 6 years as an Assistant Professor and 3 years as an Associate Professor without tenure at Cornell. He was denied tenure at Cornell in 2014. He is currently a Research Scientist at Case Western Reserve University. He is being reviewed for a tenured Associate Professor position as part of an initial appointment at Boston University.

[Name] has been an Associate Professor of Economics with tenure, since 2004. She received an offer for a position as a full Professor of Economics at the University of Michigan, and as part of the retention agreement, we agreed to review her case for promotion to full Professor outside of the normal review cycle.

If you have questions about this description, please consult with Associate Provost Julie Sandell.