

Procedures for Faculty Appointments with Tenure Section 3.3 of the Faculty Handbook

A faculty appointment with tenure for a newly hired faculty member may be made with the review and approval of:

- the department head or chair,
- the department promotion and tenure committee,
- a subcommittee of the college promotion and tenure committee appointed by the dean,
- the dean,
- a subcommittee of the university promotion and tenure committee,
- the provost,
- and the president.

Ultimately, final approval rests with the Board of Visitors.

The dean forwards to the provost and president for their consideration and decision the candidate's application package, including:

- cover letter,
- curriculum vita, and
- at least two letters of reference which address the appointment of rank and tenure (for a faculty member who has not been tenured at another university, the department head or chair should seek at least four letters).
- documentation of the department promotion and tenure committee's approval of rank and tenure,
- documentation of the college promotion and tenure subcommittee's approval or rank and tenure,
- and concurrence of the department head or chair and dean with as much supporting evidence as deemed appropriate; and
- a brief overview of the search itself—how many candidates applied, were interviewed, and what is the compelling case for the candidate.

With approvals by the department committee and the department chair/head, and approvals by the college subcommittee and dean, the provost will forward the candidate's package to the university promotion and tenure subcommittee, which will include three faculty members who previously served on the university committee. The provost will invite faculty members who are rotating off the university committee to serve on the subcommittee and will appoint others with prior experience as necessary. The provost will receive the recommendation of the university promotion and tenure subcommittee and will make a recommendation to the president. The president makes the decision to approve and takes the final approval to the Board of Visitors.

In general, faculty recruited from a comparable university should be recommended for a position at Virginia Tech at a similar level with tenure. If the recommended appointment involves a promotion or the initial awarding of tenure, the case must be strongly justified. If an individual is coming from a university with a less extensive research mission the case must also be strongly justified.

A Terms of Faculty Offer may be issued to a faculty member noting that tenure approval is pending the review and approval process summarized above. Given the timing of Board of Visitors meetings, appointments with tenure are often approved after the Terms of Faculty Offer has been accepted.

Office of Faculty Affairs
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