

*Irwin Weiser*  
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## Memo

**TO:** CLA Department Heads

**FROM:** Irwin Weiser

**DATE:** July 12, 2010

**SUBJECT:** CLA policy for offering immediate tenure to associate and full professors who hold tenure at another institution (Revision of a memo originally dated January 20, 1988)

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Please implement the following policy change as needed. While anyone hired at the rank of full professor must be approved for tenure, it is not mandatory that you offer immediate tenure to someone who is tenured as an associate professor at their present institution. If you want to propose doing so, please follow these steps.

1. Your departmental primary committee should review the candidate's complete file (vita, letters of recommendation, and information on the individual's research, publication, and teaching record). Please be sure the members of the primary committee, whenever possible, attend the public colloquium held by the candidate. The primary committee needs to be convened to discuss the candidate and those present should vote on offering immediate tenure. If favorable, please forward the primary committee's vote, your recommendation, and all supporting documents to the dean's office. This review must be completed before an offer is made to a candidate.
2. After review by the dean, the dean will either reject the recommendation or request its approval by the provost. If both the dean and the provost concur, an offer with tenure can be made subject to the usual final and formal University approval by the president and the Board of Trustees.
3. Given the time required for this process, it is important that the department head start the process with the understanding that some additional time may be needed to complete it.