

Guidelines for Tenure-on-Entry Faculty Hires

10/9/2024

OVERVIEW OF TENURE-ON-ENTRY PROCESS

Hiring a faculty member who will come to the university with “Tenure-on-Entry” (TOE) involves a different process than hiring tenure-track faculty members. All such candidates should meet with the Vice Provost for Faculty Affairs (VPFA) during the interview process (detailed below). These faculty candidates must go through a “pre-tenure” review **before** an offer can be made, which is explained in the second section. After an offer is accepted, the candidates will need to go through the full tenure process, with the caveats that the dossier and levels of review are abbreviated. The TOE Process requirements are described in the [Model Tenure Dossier materials](#). Note that per the Faculty Handbook, the tenured faculty of the department must provide an opinion on the candidate (see the template on next page) at least 10 days before an offer letter is sent to the candidate. Tenure decisions are finalized by the Board of Trustees, which generally meets in March, May/June and in December to review tenure cases.

INTERVIEW PROCESS

The VPFA will only meet with a maximum of two candidates per search. Please narrow down your search to only those you are prepared to make an offer to before requesting a meeting.

Scheduling Process: The standard meeting is 30 minutes and can be held in-person or virtually via Teams. These interviews must be scheduled at least two weeks in advance with the special assistant (Kelly Flannery | k.flannery@northeastern.edu). For those interviews, we will need in advance:

- Completed [Faculty Candidate Curriculum Vitae Cover Sheet \(Provost Cover Sheet\)](#) (linked)
- Candidate’s CV
- Itinerary for the interview day
- **Note:** Itinerary should include an agenda for the timings of other meetings, participants in other meetings, and (if in-person) the name and contact information of the escort who will drop-off/pick-up the candidate at the VPFA’s office (first floor, Churchill Hall). An itinerary should be provided at least two days in advance.

One representative as the point person from each college (college ADFA, manager for faculty affairs, HR key contact) should coordinate all interviews with Kelly Flannery. If multiple people begin to reach out regarding scheduling, Kelly will loop in the college ADFA to have one line of communication.

In rare instances where the college dean requests that the candidate meet with the Provost or the Senior Vice Provost for Academic Affairs (SVPAA), please reach out to Kelly Flannery, who will coordinate a time with the Provost’s executive assistant. **PLEASE DO NOT REACH OUT TO THEM DIRECTLY.** Candidates will also meet with the VPFA.

BEFORE AN OFFER IS MADE TO THE CANDIDATE:

Effective 4/7/2022, the practice prior to making an offer to tenure-on-entry candidates is outlined below. Please send in a single PDF the following to the SVPAA’s special assistant (Kelly Flannery | k.flannery@northeastern.edu):

1. [Provost Cover Sheet](#);
2. Faculty Opinion paragraph (template detailed on the next page);
3. List of the names of 10 arms-length external reviewers who would be solicited to write a tenure letter if the candidate signs the offer letter;
4. Candidate’s CV; and
5. Three (3) years of recent course evaluations (can be in summary format).

TEMPLATE: Tenured Committee Opinion on an offer to Professor NAME

NAME is currently PROFESSOR OF NAME at INSTITUTION NAME.

The tenure committee or subcommittee of DEPARTMENT met on DATE to consider whether to recommend Professor NAME as a candidate with tenure-on-entry. In the discussion, the committee considered the written and oral reports, teaching evaluations, references gathered and an extensive dossier of Professor NAME's scholarship and other professional accomplishments.

{If a vote was taken, then use the following:}

The tenure committee of the DEPARTMENT opted to hold a preliminary vote on tenure. After careful consideration, the tenured faculty voted X in favor, Y against, and Z abstentions to recommend to the dean of the College of NAME that the university extend an offer to Professor NAME with an expectation of tenure-on-entry.

{If no voting occurred, then the following:}

The tenure committee of the DEPARTMENT did not vote but provided an opinion to hire the candidate with tenure (or not).

Deans are free to solicit any arms-length letters before an offer goes out. They should be solicited using the template letter found in the [Model Tenure Dossier document](#). Any solicited letter must be included in the (eventual) full tenure dossier. Letters that candidates share or solicit as part of their application ("reference letters") should not be included in the tenure dossier.

AFTER AN OFFER IS ACCEPTED

After the candidate signs the offer letter, the solicitation of external arms-length letters should begin immediately in addition to assisting the faculty member with dossier preparation, as per the [Model Tenure Dossier in Section 2.7](#). TOE candidates go through the 'typical' steps of the tenure process **except** that the College Advisory Tenure Committee does not review the dossier. The case is then sent to SVPAA Deb Franko for the Provost's review, followed by the President and Board of Trustees. The TOE candidate does NOT receive any of the evaluations written by the department or the dean.

TIMELINE

As the Board of Trustees generally meets in March, May/June and in December to review tenure cases, materials should be submitted at least 4 weeks before the meeting. Contact the SVPAA for specific deadlines.