

# Process Guide for New-Hire Expedited Review

(candidates being hired into tenure-eligible faculty positions)

Academic Affairs Manual (ACD) Policies governing expedited review: [ACD506-04](#) and [ACD506-05](#)

The expedited review process can be used to make a scholarly review of faculty members hired with tenure consistent with the scholarly review of faculty members coming through the ranks at ASU. The president may decide following this review or may call for additional information as needed.

Note: for all stages, do not lock documents and do not use electronic signatures (e.g. Adobe Sign, Adobe Certificate, DocuSign, font) to sign forms. A JPEG signature will be accepted.

## **Section 1: Offer letters**

It is permissible to make an offer of a tenured position contingent on the successful result of an expedited review process. The following template should be followed in such letters: "We are pleased to offer you an appointment as Associate Professor/Professor in the Department/School of \_\_\_\_\_. Your appointment is for a full-time position and is categorized as tenured, contingent on the successful result of an expedited tenure review process. If the expedited tenure process is not successful, under current policy you will be eligible for consideration for tenure no later than your \_\_\_\_ year of employment (academic year \_\_\_\_)."

## **Section 2: Portfolio and University Review**

The unit should assemble the PDF Portfolio (see page three) based on the appropriate circumstances below and submit it to the college. The college will review and submit it to the Office of the Vice Provost for Academic Personnel. A signed offer letter must be received by the Office of the Vice Provost for Academic Personnel in order to proceed with the expedited review. A copy of the signed offer letter must be included in the submitted materials. New-hire expedited cases should be sent to the Provost's Office within 60 days of a signed offer letter.

### **A. Candidates at Peer/Aspirational Peer Institutions seeking tenure at current rank**

Peers or aspirational peers of ASU are members of the [Association of American Universities](#) or determined by the [Arizona Board of Regents](#).

For candidates employed with tenure at a peer or aspirational peer institutions who currently hold the rank at which they are being hired (e.g., hired as associate professor, currently associate professor; hired as professor, currently professor), Provost and President will review:

1. Candidate's curriculum vitae
2. External reviewer letters or notes from reviewer calls
  - a. The review must include a minimum of three external reviewer letters/notes solicited from list provided by the chair/director in consultation with the dean.
  - b. Reviewers must be sent the candidate's CV for review.
  - c. Reviewer letters/notes should address research, teaching and service and must answer the question, "Do you recommend tenure for this appointment?"
  - d. Include dean approved and signed [Record of External Reviewers Grid](#).
3. Unit/College letters
  - a. Unit chair/director's letter must reference a vote of the faculty (can be unit P&T committee or all faculty at that current level, etc.).
  - b. College dean's letter must be included.

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The president may decide following this review or may call for additional information as needed.

### **B. Candidates at Non-Peer/Non-Peer Aspirational Institutions seeking tenure at current rank**

For candidates employed with tenure at an institution that is not an official peer/aspirational peer for ASU, and who would be hired in the same rank that they now hold, a subcommittee of University Promotion and Tenure Committee, Provost, and President will review:

1. Candidate's curriculum vitae
2. External reviewer letters or notes from reviewer calls
  - a. The review must include a minimum of five external reviewer letters/notes solicited from list provided by the chair/director in consultation with the dean.
  - b. Reviewers must be sent the candidate's CV for review.
  - c. Reviewer letters/notes should address research, teaching and service and must answer the question, "Do you recommend tenure for this appointment?"
  - d. Include dean approved and signed [Record of External Reviewers Grid](#).
3. Unit/College letters
  - a. Unit chair/director's letter must reference a vote of the faculty (can be unit P&T committee or all faculty at that current level, etc.)
  - b. College dean's letter must be included.

The president may make a decision following this review or may call for additional information as needed.

### **C. Candidates seeking tenure and/or promotion with hire**

For candidates who are not tenured at their current institution or who are requesting promotion to a higher rank than they hold at their current institution, a subcommittee of University Promotion and Tenure Committee, Provost, and President will review:

1. Candidate's curriculum vitae
2. For candidates who do not currently have tenure, four publications must be sent to external reviewers. Teaching evidence and personal statement can also be included.
3. External reviewer letters
  - a. The review must include a minimum of five external reviewer letters solicited from list provided by the chair/director in consultation with the dean. There should be no candidate-selected letters.
    - i. Reviewers must be sent the candidate's CV for review, and four publications for candidates without tenure; teaching evidence and personal statement can also be included.
  - b. Reviewer letters should address research, teaching and service and must answer the question, "Do you recommend tenure and/or promotion for this appointment?"
  - c. Procedures for the external reviewer process must be consistent with the regular (non-expedited) promotion and tenure process.
  - d. Include dean approved and signed [Record of External Reviewers Grid](#).
4. Unit/College letters

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- a. Unit level faculty/committee letter.
- b. Unit chair/director's letter.
- c. College dean's letter.

NOTE: To accommodate the need for prompt decision making, the college personnel committee review may be bypassed so long as there is faculty review at the department and university level.

The president may decide following this review or may call for additional information as needed.

### **Section 3: Portfolio Submission and Decision**

#### **A. PDF portfolio submission**

1. All sections below are PDFs (no other formats or folders) that are combined into a PDF Portfolio.

The PDF Portfolio shall include sections titled and ordered as follows:

- 01 [New Hire Expedited Review Summary](#)\_Last NameFirst Initial
- 02\_Curriculum Vitae\_Last NameFirst Initial
- 05\_Internal Letters\_Last NameFirst Initial (unit personnel committee (if applicable), unit chair/director, college committee (if applicable), dean) with bookmarks for each letter
- 06\_External Reviewer Letters/Notes\_Last NameFirst Initial with bookmarks for each letter/note. Include dean approved and signed [Record of External Reviewers Grid](#) as first document.
- 09\_Publications\_Creative Materials\_Last NameFirst Initial with bookmarks for each publication/creative material (if applicable)

2. PDF Portfolio should be saved and titled using the following naming convention:  
COLLEGE–UNIT–LastNameFirstName – ActionAcademicYear (e.g. *CLAS-PSY-SmithJane-NewHireExpeditedReview2017-18*)
3. The PDF Portfolio should be uploaded to a secure site by the college as directed.

#### **B. Decision**

In all cases, the final decision on hire, rank, and tenure rests with the president. The Vice Provost for Academic Personnel will inform the Dean of the President's decision.