

Checklist: Applying for Tenure

Timeline

- Talk to your chair by the beginning of your fourth year about when to apply (at least one year before you're able to apply)
- Map out your timeline and set deadlines for the items in this checklist
- Plan when you will take your pre-tenure sabbatical
- Consider whether you need an extension (talk with the FAUW [Academic Freedom & Tenure Committee \[AF&T\]](#) and/or [Occupational Health](#))
- Consider taking the one-year COVID-19 extension if you started before July 1, 2021

Expectations and assessment

- Ask your chair about the specific standards in your department and faculty
- Identify any concerns from your reappointment letter or performance reviews and talk to your chair about how to address them
- Find your faculty's [performance review guidelines](#) and your department's addendum to these guidelines
- Know where to download your faculty's [performance review histograms](#) in Workday
- Arrange your peer teaching evaluations with your chair and/or CTE
- Consider whether you need an accommodation (talk with [AF&T](#) and/or [Occupational Health](#))
- Identify 5–6 potential referees (note: don't contact them yourself)

CV and candidate statement

- Talk to your chair about the required formatting or templates
- Set a deadline for your first draft
- Ask colleagues, a mentor, and/or AF&T to review your draft (and set a date)
- Ask recently tenured colleagues in your department and faculty if they'd be willing to share their tenure package
- Create a file to collect notes and documentation about your teaching, research, and service contributions
- Collect and review your activity reports, annual performance reviews, and reappointment letter

Support and resources

- Read the page on [the tenure process](#) in the FAUW Faculty Guide
- Gather any guiding documents on tenure provided by your department or faculty
- Identify at least two faculty members in your department to whom you will reach out if you have questions about expectations
- Find [upcoming sessions](#) of CTE workshops you need and register for them
- Read the article [10 Things No One Told Me About Applying for Tenure](#)

