MEMORANDUM

SUBJECT: **Tenure** Recommendation Forms

Upon agreement at Meet and Discuss, the attached forms, which were revised in September 1991, 1997, and November 2001 are to be used by department chairs and departmental promotion and tenure committees for their **tenure** recommendations.

**The chair tenure recommendation should include** evaluations of the candidate’s fulfillment of professional responsibility, teaching effectiveness, continuing scholarly growth, and service to the University and community.

**Departmental promotion and tenure committees should** follow the same pattern for the four evaluation categories as discussed above.

Completed packets should be submitted to the University Promotion and Tenure Committee in accordance with the stipulations regarding tenure in the [Collective Bargaining Agreement](https://www.passhe.edu/inside/HR/LR/Documents/APSCUF_July2019-June2023.pdf) and the [Tenure Statement](https://millersvilleuniversity.sharepoint.com/sites/FacultyLocalAgreements/SitePages/Tenure-State.aspx)on the [Faculty Local Agreements website](https://millersvilleuniversity.sharepoint.com/sites/FacultyLocalAgreements).