

Credit Toward Tenure Process

The following steps need to be completed when requesting credit towards tenure:

- Email/memo from the candidate to chair requesting years toward tenure.
- Chair approves and obtains Department APT approval.
- Chair forwards candidate request along with Chair recommendation to the Dean, including APT approval and candidate CV. This becomes the request "packet."
- Dean forwards request packet and recommendation letter to Provost with copy to Senior Vice Provost, Associate Vice Provost of Resource Management, and Executive Assistant to the Provost. At this time, the packet will go to Provost Neva Specht, SVP Jamie Parson, Sandi Jones, and Kathy Brown.
- Once approved, please attach the Provost approval to the Dean's Recommendation Form and submit.

updated 4/15/2026