

Checklist of Materials for Tenure

Tenure recommendations are presented for approval at the October Board of Trustees' meeting. All materials are due to the Provost's office no later than the third Friday of July. The University Tenure Committee will meet in August of each year. The required materials for the committee to review applications are listed below. Incomplete packets will be returned to the college, which may delay tenure decisions.

Note: Please send one electronic pdf file to Robin Hanckel at hanckelr@musc.edu.

Materials Checklist

- Letter of recommendation from the dean, indicating the basis for tenure
- Letter signed by the chair of the college's APT Committee, reporting results of review and indicating the basis for tenure
- Letter of recommendation from the department chair (and departmental review committee, if applicable) outlining the significant past contributions to MUSC (or previous institution for new appointments) and expected future contributions to the MUSC community, indicating the basis for tenure
- Personal statement outlining the significant past contributions to MUSC (or previous institution for new appointments) and expected future contributions/goals to the MUSC community, indicating the basis for tenure, including contributions to service obligation, (e.g., service on committees dedicated to institutional advancement)
- Detailed current curriculum vita, including appointments, grants, publications, teaching and service
- Letters of recommendation that specifically recommend tenure and address the MUSC tenure criteria from at least three outside tenured (or tenure equivalent) faculty who can provide an unbiased assessment
- Evidence of teaching experience and effectiveness (e.g., student evaluations)
- Evidence of experience and effectiveness in institutional service

Please refer to your college's criteria for tenure in addition to the university's criteria specified in the Faculty Handbook.