

**FLOW SHEET FOR PORTFOLIOS
TENURE CANDIDATES ONLY
DEPARTMENT CHAIR**

For all faculty members applying for the award of tenure, a written certification attesting to items listed below is required to be completed by a faculty member's Department Chair, Dean, CAO, and President to maintain compliance with *IHL Policy 403.0101 Minimum Standards for Tenured Employment*.

- Professional training and experience;
- Effectiveness of teaching;
- Effectiveness, accuracy and integrity in communications; The Board endorses the American Association of University Professors' (AAUP) Statement of Principles on Academic Freedom and Tenure, which states in part: "When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution."
- Effectiveness in interpersonal relationships, including collegiality, professional ethics, cooperativeness, resourcefulness, and responsibility;
- The absence of malfeasance, inefficiency and contumacious conduct in the faculty member's performance of his/her faculty position at the university;
- Professional growth, such as research, publications, and creative activities;
- Service and other non-teaching activities, which reflect favorably upon the institution; and,
- Any other criteria for granting tenure set out in the applicable institution's tenure policies, which are not inconsistent with this policy.

For tenure candidates only, please indicate whether the applicant has satisfactorily met each of the criteria listed in IHL Policy 403.0101.

To the best of my knowledge, the tenure applicant has satisfactorily met each of the criteria listed in IHL Policy 403.0101.

I have reason and supporting evidence that demonstrates that the faculty member has not satisfactorily met one (or more) of the items IHL Policy 403.0101. *The application should not move forward to the next level of review.* I have attached a memo specifically describing which of the items have not been met and how they have not been met. I have also attached evidence that conclusively demonstrates the reasons the criteria have not been met. The faculty member may elect to appeal the finding to the Faculty Appeals Committee.

Department Chair: _____ **Date:** _____

Signature: _____

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DEAN**

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Dean: _____ **Date:** _____

Signature: _____

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CHIEF ACADEMIC OFFICER**

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Chief Academic Officer: _____ **Date:** _____

Signature: _____

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PRESIDENT**

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President: _____

Date: _____

Signature: _____