Tenure-track Assistant Professors - Key Dates and Deadlines

Overview
Initial appointment (three years)
Reappointment (four years)

Tenure review may take place at any time during this seven-year period (as long as the candidate has his/her department’s support); however a candidate may be considered for tenure only once.

First Year of Assistant Professorship

Before arrival Faculty mentors assigned.

November The dean may call a meeting to discuss matters of general interest, including topics such as the recruitment process.

Second Year of Assistant Professorship

February Reappointment prompt
The Office of the Dean of Arts and Sciences (DAS) sends an email to assistant professors who are due to be considered for reappointment the following year. A prompt is also sent to the relevant department chairs.

March Meeting with dean to discuss reappointment process.

Third Year of Assistant Professorship – Reappointment review year

December 1 As per the Faculty Handbook, the dean must notify third-year assistant professors whether or not they have been reappointed by December 1.

Fourth Year of Assistant Professorship

All full-time, tenure-track faculty whose normal teaching load is at least two courses per year, and who have been reappointed, are guaranteed one semester of paid research leave in either the fourth or fifth year of residence at the University.
Sixth Year of Assistant Professorship

February  “Get-ready” email
DAS sends a “get-ready” email to assistant professors who are due to be considered for tenure the following year. A prompt is also sent to the relevant department chairs. The emails outline the process and the materials required for the dossier.

March  Meeting with dean to discuss tenure process.

May 1  Deadline for requests to postpone tenure decision owing to FMLA
A faculty member who has been granted medical or parental leave for a minimum of seven weeks may postpone for two semesters a scheduled tenure decision. The faculty member must notify the dean of such postponement requests by May 1 of the calendar year in which the department is scheduled to begin its deliberations.

Seventh Year of Assistant Professorship – Tenure review year

October  Deadline for submission of dossier to DAS
The deadline for submission of dossiers to DAS is the first Friday in October.

Please note: this is the deadline by which the department must submit the entire dossier to the dean. Assistant professors should be in touch with their department chair shortly after receiving the “get-ready” email to agree a reasonable deadline (before the October deadline) by which assistant professors should submit their elements of the dossier to the department chair.

Summary of department’s recommendation
Upon receipt of the complete dossier, the dean will send a summary of the department’s recommendation to the tenure candidate. If candidates wish to submit a written response to the summary, they must do so within ten working days of receiving it.

May 31  Deadline by which the dean must notify tenure candidates of the outcome of their case
Before May 31 of the seventh year in rank as assistant professor at Brandeis, the candidate must be informed by the dean in writing either that tenure and promotion have been granted, effective in the year following the decision, or that tenure and promotion have been denied. In cases where tenure and promotion have been denied, the candidate will receive a one-year, non-renewable appointment as assistant professor outside the tenure structure, to take effect in the year following the decision.
Composition of the ad hoc committee
An ad hoc committee for a tenure case typically consists of:

a) four Brandeis faculty (at the rank of tenured associate professor or tenured full professor)
   one of the four will act as committee chair; and
b) two external scholars from the candidate’s field.

The candidate’s departmental representative will be present at the beginning of the meeting to answer any questions the committee might have about the dossier. The dean is also in attendance.

The ad hoc committee meeting
The ad hoc committee can take place any time between October and May. Please don’t attach any significance to the amount of time you (may) have to wait before hearing anything as it is simply a matter of scheduling. Ad hoc committees are unique to each candidate. They can take quite a long time to arrange and are by necessity staggered throughout the year. The date, location and membership of the committee remain confidential.

The ad hoc committee’s recommendation
Upon receiving a signed recommendation from the ad hoc committee, the dean will notify the department of the ad hoc committee’s recommendation.

In the Event of a Positive Recommendation from the Committee
If the recommendation is positive (and the dean concurs), the dean will forward the committee’s recommendation, along with a letter of endorsement to the Provost. The Provost will in turn forward his/her recommendation to the President who submits it to the Board of Trustees for official approval. When the decision has been approved by the Board of Trustees, the dean will send a congratulatory letter to the candidate and to the department chair.

In the Event of a Negative Recommendation from the Committee
If the recommendation is negative (and the dean concurs), the dean will forward the recommendation and a letter of endorsement to the Provost. The dean also submits a written explanation of his or her decision to the department and to the candidate.

In the Event that the Dean considers rejecting the Committee’s Recommendation
If the dean is considering rejecting the committee’s recommendation, he or she will convene a meeting with the University members of the ad hoc committee. The dean will then submit a written explanation of his or her final decision to the Provost, accompanied by all relevant materials. The dean also submits a written explanation of his or her decision to the department and to the candidate.
Notes

Off-clock
The above dates assume that the candidate took up appointment in the fall semester (i.e., is “on-clock”). If a candidate is “off-clock” (took up appointment in the spring semester), the timing and deadlines will be adjusted accordingly:

- the email prompts will be sent in August (rather than February);
- the dossier submission deadline becomes the first Friday in April (rather than October); and
- candidates will be notified by November 30 of their seventh year in rank whether or not tenure has been awarded (rather than May 31).

Coming up early for tenure
Assistant professors are able to come up early for tenure as long as they have their department’s backing. However assistant professors may present themselves for tenure only once.

Postponement of a tenure decision
Currently, the only way to postpone a tenure decision is through an FMLA leave. (Please see “Sixth Year of Assistant Professorship” above.) Faculty cannot apply for FMLA leave retroactively.

Questions?
Please feel free to contact the appropriate assistant dean with any related questions:

for departments in the Schools of Creative Arts, and Social Sciences, this is Heather Young (hkyoung@brandeis.edu);

for departments in the Schools of Humanities, and Sciences, this is Lorna Laurent (llaurent@brandeis.edu).