1. The Chair or Director writing a tenure-line proposal must share the proposal with all members of the department or program in which the tenure-line position would be housed prior to submitting the proposal for consideration by the Provost and CUPP.

2. Chairs/Directors should consider sharing the proposal with readers outside their discipline to help ensure proposal is well written, organized and the context of proposal is clear.

3. A Chair/Director writing a tenure-line proposal that states that the position requested will benefit another school, department, or interdisciplinary program must include along with the application a signed statement by the chair or director of the affected program indicating that he or she has seen the proposal and agrees that:
   a. the stated contribution is welcomed by the program, and
   b. all relevant information to support the benefits to the program have been included.

4. The Chair/Director requesting renewal of an externally funded tenure-line position must present documentation of the endowment and the conditions it requires.

5. The Associate Provost should provide faculty with University-wide data* in the fall semester, including
   a. Units generated per FTE
   b. Academic ratios report (ratio of majors or minor per tenure line)
   c. General education seats generated by departments

   *Data elements missing from the Academic Ratio Report should be provided in a separate report (e.g. gateway, interdisciplinary programs, minors not reflected in majors, humanities, etc.).

6. Statements made in a tenure-line proposal about the growth in number of majors/minors must be supported by inclusion of University-wide time series data.
7. The Provost should verify claims regarding the necessity for departmental accreditation.

8. If, for comparison purposes, a proposal includes data regarding aspirant/peer group staffing levels, the number of majors/minors and curricular offerings at those institutions should also be included.

9. Cut the “fluff.” Do not include:
   
   a. Names of individual students, by majors/minors or studying abroad.
   b. Data older than 10 years (unless there is a rationale for doing so).
   c. Appendices that have not been referenced within the document.

10. Decisions regarding tenure-line requests should be reported by the Provost to campus.

11. By the end of the spring semester the Provost should provide Chairs/Directors who submit a tenure-line request with developmental feedback on their proposal.