



Tip Sheet: Hiring Faculty with Tenure Steps for Obtaining Provost Pre-approval and Board of Trustees Final Approval

Introduction

The [Granting Tenure](#) policy specifies that recommendations for hiring faculty with tenure originate in the primary academic unit (department, school or non-departmentally organized college), are reviewed successively by the dean and the provost, and are then approved by the Michigan State University (MSU) President. Actions involving the award of tenure are approved by the president, who makes the final recommendation to the Board of Trustees for action.

For units intending to make an **offer with tenure** to a prospective faculty member, this document is a summary of the steps required by colleges to secure: 1) the provost's pre-approval before making an offer, and 2) final approval from the Board of Trustees after an offer with tenure has been accepted.

Key Takeaways

- The provost's approval is required before a unit makes an offer with tenure to a prospective faculty member.
- The provost's review is facilitated through the Office for Faculty and Academic Staff Affairs (FASA).
- The Office of the Dean must notify FASA on whether a candidate accepts an offer of tenure.

Process/Steps for Requesting Pre-approval from the Provost

Steps for the College

Once all internal approvals occur within the college, the Office of the Dean submits materials to the Vice Provost for Faculty and Academic Staff Affairs for approval via the [Request for Provost Approval for Offering a Faculty Appointment with Tenure Form](#). Attach the following documents (in accordance with the [Academic Hiring Manual](#)) to the form:

1. A cover letter with a written/signed endorsement from the dean summarizing why the candidate should be appointed with tenure. This typically includes:
 - a. A summary of qualifications, prior experience and research/creative interests (often presented in a letter from the chairperson/school director)
 - b. Anticipated start date
 - c. Faculty rank (professor, associate professor)

2. Written confirmation that the unit **and** college Reappointment, Promotion, and Tenure (RPT) committees have been consulted.
 - a. This is included as a statement in the cover letter in which the consultation with the unit and college RPT committees is discussed or through the inclusion of letters from the unit and college RPT committees
 - b. Support for the appointment is indicated (e.g., typically, the votes of the college and unit RPT committees are included)
3. The candidate's curriculum vitae
4. Letters of reference (at least four but often five), which serve as a proxy for external review letters

Approval from the Provost

1. The vice provost will review the request and seek approval from the provost. Once the provost approves the request (typically within 1-5 days), the vice provost will send an email of approval to the requestor from the college, with a copy to the relevant FASA director.
2. **When this approval is provided, the department/school/college can make an offer with tenure.** Include a statement in the [offer letter](#) that the appointment is subject to final approval by the Board of Trustees.
3. The FASA office adds the potential tenure hire on a draft list of personnel actions for the Board of Trustees to approve at an upcoming meeting.

Process/Steps for Finalizing Approval from the Board of Trustees

Final approval from the Board of Trustees is required for hiring a faculty member with tenure. FASA is the vital connection between the college and the Board of Trustees.

Steps for the College/Department/School

If/when the candidate accepts the offer with tenure, units must:

1. identify the Board of Trustees' [meeting date](#) for which they would like the tenure action to be voted upon (Note: typically, materials should be received in HR at least three weeks before the Board of Trustees meeting date).
2. notify the FASA office of the candidate's acceptance, and the identified Board of Trustees meeting date they are targeting, and
3. initiate hiring processes (e.g., criminal background check) and submit the hire form and required materials through EBS to Human Resources.

The Office of the Provost requires all hiring materials to be submitted by the unit and at MSU Human Resources before the tenure hire can be added as a personnel action to a Board of Trustees' meeting agenda. Please refer to the [Review Process for Appointments Granting Tenure website](#) for more information on deadlines and required materials.

Approval from the Board of Trustees

Once the Board of Trustees provides final approval, the college will receive an email notification from FASA.