

Top Ten Questions to Think about before Your Tenure Review

- 1.) Do you know the process?** Collect information from faculty handbooks as well as colleagues inside and outside your department. Know your deadlines and, to the extent that you can, make sure your committee members are working within the pertinent deadlines as well.
- 2.) Do you have a potential pool of letter writers?** You need to be visible in the profession. Some suggestions: You might generate future letter writers by sending your research out to other economists working in your field or the editorial board of the leading journal in your field. Ask senior colleagues about prospective reviewers. Obviously, if someone is known to write "bad" letters of recommendation, avoid him or her.
- 3) Do you know the expectations of your department?** Do college and university level committees have additional or different expectations?
- 4) Have you received earlier evaluation (e.g. reappointment) and reviewed such documents with an administrator or department colleagues?**
- 5) Do you know the CVs and outcomes of the most recent tenure votes (last 5-8 years) in your department?** Ask colleagues for examples of tenure dossiers in order to understand how the documents are written and assembled.
- 6) If your department sets up an internal committee to review your file, have you discussed the membership of this committee with your chair?**
- 7) Do you know how your external reviewers are selected?** On a related note, if your department asks you to suggest external reviewers, give them full contact information as well as a summary as to why they are the most appropriate reviewers (i.e. make it easy for them to choose the reviewers you prefer).
- 8) Have you reviewed your teaching evaluations and are prepared to explain any anomalies?**
- 9) If asked to write a personal statement or research overview:**
Have you included all information that works in your favor (e.g. journal impact factors, citations to your work, current status of all your papers)?

Have you explained any working gaps, leaves, or anything that might have affected your productivity or time to tenure?

Have you asked colleagues and mentors to critique these documents before including them in your tenure dossier?
- 10) Have you established a champion in your department?** It is always important to have
an ally, although, in the end, it is your responsibility to build and present your

tenure case.