

## **Writing a Successful Tenure Application**

Before you begin writing your tenure application, read Article IX Sec. 4 of our Contract. Call the union office if you have any questions.

## **Your Professional File is Important**

Check what's in your Professional File prior to writing your tenure application. Your file will be reviewed by the Tenure Committee.

Your file should include general evaluations, classroom evaluations, and ratings from student evaluations; letters from college committees thanking you for serving; college merit awards; additional responsibilities proposals; any disciplinary records; and miscellaneous information that you have asked to be included.

You can request that items be added to your file such as community awards, published materials, thank you notes for speaking engagements, and so forth. You can also attach your own written response to anything negative in your file. Article VIII of the Contract specifies how your professional file is maintained.

**Ask a Colleague for Advice.** Ask a colleague to review your application before you submit it to the Committee. Colleagues can make sure your writing is clear, and can offer additional suggestions based on how the process works on your campus.