

**WASHINGTON UNIVERSITY SCHOOL OF ARTS & SCIENCES**  
**TENURE STATUS FORM AND INSTRUCTIONS**

The normal tenure track probationary period at the School of Arts & Sciences is seven academic years.<sup>1</sup> During the sixth year of probationary service (if not before), Arts & Sciences will decide whether to recommend to the University's Board of Trustees that the faculty member be awarded tenure. The University's tenure decision must be communicated in writing to the faculty member by the end of the sixth year of probationary service (i.e., at least one year before the conclusion of the seven-year probationary period).

[Note: The formal granting of tenure is contingent upon permanent residency or citizenship status; the Board of Trustees may approve a case for tenure, but the effective date does not officially occur until residency status is met.]

Unless otherwise mutually agreed in writing, certain prior academic service must be counted toward the faculty member's probationary period at Washington University. Section IV.B.2 of the Washington University Policy on Academic Freedom, Responsibility and Tenure states: "Prior tenure-track (or equivalent) academic service at another institution of higher education ordinarily will be credited toward the probationary period at Washington University. It may be mutually agreed in writing between the incoming faculty member and the University, however, that some or all of the prior academic service not be counted toward the probationary period at Washington University, even though the total probationary period in the academic profession is thereby extended beyond the normal probationary period of the University's school or college."

This form must be completed to determine what, if any, prior academic service will be counted toward a faculty member's Washington University tenure probationary period. Please forward the signed original to the Dean of the Faculty of Arts & Sciences.

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1. Name of faculty member: \_\_\_\_\_
  2. Appointment title: \_\_\_\_\_
  3. Department: \_\_\_\_\_
  4. Date appointment commences:<sup>2</sup> \_\_\_\_\_

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<sup>1</sup> Under A&S policy, in certain circumstances the normal probationary period may be extended by one additional year with the approval of the department chair and Dean of Faculty. The dates in this Tenure Status Form are based on the normal seven-year probationary period. If an extension is granted, a separate probationary period extension form should be completed to amend this form.

<sup>2</sup> If the appointment commences after July 1, the period between that date and the following June 30 will be deemed to be one full academic year for purposes of calculating the probationary period and related dates.

5. List below all prior *tenure-track or equivalent*<sup>3</sup> academic service at another institution of higher education:

<u>Title</u>	<u>Institution</u>	<u>Dates of Appointment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. As described above and in Section IV.B.2 of the Washington University Policy on Academic Freedom, Responsibility and Tenure, the faculty member and Arts & Sciences may mutually agree that some or all of the prior tenure-track or equivalent service listed above will *not* be counted toward the Washington University probationary period. Factoring in any prior service listed above that is to be excluded by agreement, state the number of years of prior academic service, if any, which will be applied toward the faculty member’s tenure probationary period at Washington University: \_\_\_\_\_

7. The faculty member’s Washington University probationary period therefore will begin on \_\_\_\_\_ and end no later than \_\_\_\_\_ (the end of the 7<sup>th</sup> year). The University will notify the faculty member of its tenure decision by \_\_\_\_\_ (end of the 6<sup>th</sup> year).

8. The Washington University Policy on Academic Freedom, Responsibility and Tenure is accessible online, and a hard copy will be provided to the faculty member upon request.

Reviewed and agreed:

\_\_\_\_\_  
 Faculty member Date

\_\_\_\_\_  
 Department Chair Date

\_\_\_\_\_  
 Dean Date

cc: Human Resources

<sup>3</sup> Prior service will not be considered “tenure track or equivalent” if, for example: it was not on the institution’s tenure track; it was a part-time, adjunct, or courtesy position; it was a position for which significant time was not allotted for scholarship; it was a position in a different field; it was concluded many years ago; or it was at an institution not accredited by a recognized United States accrediting agency or an official candidate for such accreditation.