Process for Requesting Permission to Hire New Faculty Members with Tenure from outside the University (External Hires)
June, 2017

1. Once you have completed your internal departmental and collegiate processes, but before you make an official offer for a tenured position, submit a c.v. and one paragraph description directly to Provost Hanson (karhan@umn.edu) and Vice Provost Ropers-Huilman (ropers@umn.edu). Provost Hanson will send her decision within a few days.

2. After the candidate has agreed to an offer pending approval of tenured position, send the abbreviated dossier to Provost Hanson and Vice Provost Ropers-Huilman. Provost Hanson will inform you of her decision within a few days.

3. Once Provost Hanson makes her decision, and you let us know that the candidate has accepted the offer, Faculty and Academic Affairs (typically Jaclyn Adair) will ensure that the tenured hire gets on the next appropriate BOR docket.

Requirements of the Abbreviated Dossier:

- a current and complete CV;
- the potential faculty member’s teaching, research, and service statements;
- copies of some of the scholarly or creative works;
- a minimum of three letters from external reviewers that address the faculty member’s academic credentials if the faculty member has tenure at another academic institution or a minimum of four letters are required if they have not yet received tenure at another academic institution;
- a report by the unit head or designated faculty member on the discussion and vote for tenure and rank;
- a recommendation from the unit head;
- a recommendation from the dean or chancellor;
- teaching evaluations should be included if available as well as any other supporting documents.