

## **Retention/Destruction of Documents/Materials used for Tenure and Promotion**

At TCU, candidates seeking tenure typically have an official file which may be considered, at one or more levels of the University, in connection with tenure recommendations or decisions (“official tenure file”). Likewise, candidates for promotion, from one faculty rank to another, may have an official portfolio considered at various levels of the University (“faculty promotion file”). Sometimes candidates submit supplemental materials to be considered in connection with these types of tenure or faculty promotion decisions (“supplemental materials”). This policy addresses retention and destruction of these types of documents/materials by the provost and deans’ offices.

### **General rules:**

Official tenure and faculty promotion files submitted to the Provost's Office should be in electronic form. They will be retained for as long as the faculty member is employed at TCU, plus two years, after which TCU will destroy the files. **Note that faculty members should retain copies of all documents submitted in their official packet (required list) as these items will not be returned.**

**Hardcopy supplemental materials. Supplemental materials are any items provided that are not on the required list at the time of packet submission.** Following a final tenure or promotion decision, the Dean's Office should box and label (faculty member name and review year) all hardcopy supplemental materials, and provide these to the Provost's Office for storage for a period of 2 years following the tenure/promotion decision. After 2 years, these hardcopy supplemental materials will be returned to the faculty member's office if the individual is still employed at TCU, or to the faculty member's forwarding address if he/she has provided appropriate written instructions and the forwarding address. After 2 years, hardcopy supplemental materials which have not been returned to the faculty member's office or forwarded will be destroyed.

**Litigation Exception:** In the event that TCU receives a legal claim, or reasonably believes that a legal claim may be filed, and any of the documents/materials referred to in this policy exist and are relevant to the claim, then such documents/materials shall be retained and not destroyed (and in the case of supplemental materials, not returned to the faculty member) until the legal claim is finally resolved.

**Other Exceptions:** The Provost, Chancellor, or TCU board of trustees may provide for exception to or deviation from this policy unless prohibited by law. In the event that a longer retention period is required by law than that provided above, TCU's policy is to comply with the law providing for a longer period of retention.

Provost's Office

4/20/09

As revised by legal counsel 10/23/09

Rev. 11-3-09; Rev. 5/19/10

**Required Tenure & Promotion Packet Materials (will not be returned):**

Dean's final recommendation

CAC recommendation (or early reference to it in Dean's letter)

Chair's recommendation

FAC recommendation (or early reference to it in Chair's letter)

Previous annual T&P evaluations from Chair (except for those seeking appointment as Full Professor)

External letters assessing the candidate's qualifications

TCU vita

List of other materials available