

# 0535 Tenure Records

*Description:* Records documenting the consideration of faculty for tenure.

*Examples:* Records may include committee findings, CVs, aggregate course reactions/evaluations, current position descriptions, decisions and related correspondence, letters of recommendation, offer letters, contracts, correspondence, performance evaluations, tenure decision records, sabbatical leave requests, awards, recommendations, and letters of resignation.

*Retention Period:* **Retain until separation or termination plus 10 years, and then transfer to Archives.**

*Authority:* 151 M.G.L. § 15; 149 M.G.L. § 24D

***Research and Grants***