

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