

# A Guide to the Pepperdine University Tenure Process

The tenure process at Pepperdine University is governed by the Tenure Policy Statement and the Tenure Policy adopted by each school. In working through the tenure process, you should review those documents and consult with the Dean and the rank, tenure, and promotion committee members in your school. The attached checklist and flowchart are intended to provide you a quick and convenient overview of the tenure process.

## **When You Should Apply for Tenure:**

- IF . . . (i) You have a tenure track appointment,  
(ii) You have successfully completed your probationary period, and  
(iii) You have achieved the rank of assistant professor by the fall of your fifth year of service,

THEN . . . you are eligible to apply for tenure. The application should be filed in the fall of your sixth year of service at the school.<sup>1</sup>

---UNLESS---

A. **You were hired with a shortened probationary period**

IF . . . at the time of your appointment, the University (including the provost and the dean of your school) agreed in writing to a shortened probationary appointment due to previous service elsewhere at a comparable professional level,  
THEN . . . you may apply for tenure in the year agreed upon

---OR---

B. **You were approved for early tenure review**

IF . . . (i) You requested early tenure review while holding the rank of Professor, Associate Professor, or Assistant Professor,  
(ii) The request was approved by the school RTP committee and the Dean, and  
(iii) The provost concurred in the request,  
THEN . . . you may apply for early tenure in the year agreed upon.

---OR---

C. **You were approved for delayed tenure review**

IF . . . (i) A delay in tenure review was recommended by your school RTP or your Dean, and  
(ii) You and the provost concurred in the recommendation,  
THEN . . . you may apply for tenure in the fall of your seventh year of service. If the application is denied, there is no additional terminal year.

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<sup>1</sup> In keeping with the principle that tenure is granted in a particular school, if an individual employed in one school is subsequently employed in another school within the University, such previous service normally shall not be counted toward tenure and a new probationary period will begin.

# The Tenure Review Process

