APPENDIX A

Washington University
Sam Fox School of Design & Visual Arts

Tenure Status Form

The normal tenure-track probationary period at the Sam Fox School of Design & Visual Arts is seven academic years. During the sixth year of probationary service (if not before), the Sam Fox School will decide whether to recommend to the University’s Board of Trustees that the faculty member be awarded tenure. The University’s tenure decision must be communicated in writing to the faculty member by the end of the sixth year of probationary service (i.e., at least one year before the conclusion of the seven-year probationary period).

Unless otherwise mutually agreed in writing, certain prior academic service must be counted toward the faculty member’s probationary period at Washington University. Section IV.B.2 of the Washington University Policy on Academic Freedom, Responsibility and Tenure states: “Prior tenure-track (or equivalent) academic service at another institution of higher education ordinarily will be credited toward the probationary period at Washington University. It may be mutually agreed in writing between the incoming faculty member and the University, however, that some or all of the prior academic service not be counted toward the probationary period at Washington University, even though the total probationary period in the academic profession is thereby extended beyond the normal probationary period of the University’s school or college.”

This form must be completed to determine what, if any, prior academic service will be counted toward a faculty member’s Washington University tenure probationary period. Please forward the signed original to the office of the dean of the Sam Fox School.

1. Name of faculty member: _______________________________________________

2. Appointment title: _____________________________________________________

3. College: ______________________________________________________________

4. Date appointment commences: __________________________________________

5. List below all prior tenure-track or equivalent to academic service at another institution of higher education:

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<thead>
<tr>
<th>Title</th>
<th>Institution</th>
<th>Dates of appointment</th>
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Tenure Status Form (continued)

6. As described above and in Section IV.B.2 of the Washington University Policy on Academic Freedom, Responsibility and Tenure, the faculty member and the Sam Fox School may mutually agree that some or all of the prior tenure-track or equivalent service listed above will not be counted toward the Washington University probationary period. Factoring in any prior service listed above that is to be excluded by agreement, state the number of years of prior academic service, if any, that will be applied toward the faculty member’s tenure probationary period at Washington University:

___________________

7. The faculty member’s Washington University probationary period therefore will begin on ___________ and end no later than ___________ (the end of the 7th year). The University will notify the faculty member of its tenure decision by ___________ (end of the 6th year).

8. The Washington University Policy on Academic Freedom, Responsibility and Tenure is accessible online, and a hard copy will be provided to the faculty member upon request.

Reviewed and agreed:

Faculty Member ____________________________ Date ____________

Director of College ____________________________ Date ____________

Dean of Sam Fox School ____________________________ Date ____________

cc: Human Resources

1 If the appointment commences after July 1, the period between that date and the following June 30 will be deemed to be one full academic year for purposes of calculating the probationary period and related dates.

2 Prior service will not be considered “tenure track or equivalent” if, for example: it was not on the institution’s tenure track; it was a part-time, adjunct, visiting or courtesy position; it was a position for which significant time was not allotted for scholarship; it was a position in a different field; it was concluded many years ago; or it was at an institution not accredited by a recognized United States accrediting agency or an official candidate for such accreditation.