

3.7.1 Performance Evaluation

All department heads/chairs and unit heads shall conduct at least one annual review before April 30 with each faculty member to evaluate his or her performance and to discuss his or her future development. In order to review the faculty member fairly, the head/chair shall request a current vita and any supporting material the head/chair or the faculty member deems appropriate prior to the review. More frequent reviews may be conducted at the discretion of the faculty member or the department head/chair.

In the case of faculty members who have not achieved tenure or promotion to associate professor or professor, particular care shall be taken by the department head/chair to relate the faculty member's job performance to the promotion and tenure criteria set forth in this document and in applicable departmental guidelines that have been approved by the Provost's Office. Significant achievements or deficiencies that might enhance or impede the candidate's progress toward higher academic rank or tenure shall be noted. To facilitate annual tenure review, the department head/chair may consult with the tenured faculty. In such cases, the procedures for conducting annual tenure review will be developed by each academic unit, subject to the approval of the dean of the college or school. The third-year review shall serve as the annual tenure review for that year, following the procedures described below.

The unit head shall prepare a written report summarizing the major points of the annual review. A copy of the report shall be provided to the faculty member within a month of the annual review. If there are no objections, the faculty member shall be asked to sign it as confirmation of having seen it. If the faculty member does not agree with the material in the report, he or she may write a response to be appended to the report. A copy of the signed report and response, if there is one, is to be retained for the faculty member's departmental personnel file; another copy is to be given to the faculty member; a third copy is sent to the Office of the Provost. To the extent permitted by law, the report is to remain confidential, available only for the use of the ~~concerned~~ faculty member under review and any University officials who have supervisory power over the faculty member.

3.7.2 Third-Year Review Guidelines

1. Each department shall conduct a third-year review of all its probationary faculty members. This shall take place no later than 32 months after initial appointment, normally before April 30 of the faculty member's third year. The head/chair shall request a current vita and any supporting material the head/chair or the faculty member deems appropriate prior to the review and disseminate them to the tenured faculty of the department or unit.

2. The particular focus of this review is the faculty member's progress toward achieving tenure. The review therefore must address the criteria for tenure set forth in this document. To be maximally useful to the candidate and the department, the review shall involve the entire tenured faculty. Input from tenured faculty should include issues of concern as well as recognition of accomplishments. In order for it to accurately reveal the judgment of tenured faculty, ~~it the~~ review shall conclude with a vote by secret ballot on whether or not, in the judgment of the tenured faculty, the candidate is making appropriate progress toward tenure. The result of the

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vote shall be announced at the meeting. Faculty should understand that this vote is not a commitment to grant or deny tenure in the future.

3. The head/chair shall prepare a written report covering the findings of the review, and characterizing the nature of the vote communicating the department's vote to the candidate. The procedure described above for the report on the annual conference shall be followed, with the difference that this report may be consulted by the tenured faculty when the faculty member is a candidate for tenure; otherwise, the report is to remain confidential.

3.7.2 Annual Tenure Review Guidelines

All nontenured, tenure track faculty should be reviewed annually for progress toward tenure status. This should be viewed as a process to recognize strengths and also identify areas for needed improvements.

All nontenured, tenure track faculty will be reviewed by the tenured faculty of his or her academic unit each year relative to progression toward tenured status and that the assessment of that progress be reported to the nontenured, tenure track faculty member annually. The mandated third year review described within this handbook will serve this purpose for nontenured, tenure track faculty in their third year. The third year review should be conducted in concert with the currently mandated annual review. In implementing the third year review, department heads/chairs should design processes that provide for the following:

1. Dissemination of information (possibly an updated curriculum vita and attached biographical data form) to all tenured faculty.
2. Input from tenured faculty to department head/chair relative to adequate progression toward tenured status. This input should include issues of concern as well as recognition of accomplishments.
3. Communication by the department head/chair (as a part of the annual review process) to the nontenured faculty member relative to adequate progression toward tenure. This communication should be a part of the written evaluation provided for in the annual review process and should include issues raised by the tenured faculty.