

Performance Evaluation for Cluster-hires

3.7.1 Faculty Annual Review (excerpts)

All department heads/chairs or 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. For faculty members hired under the research cluster initiative, supporting material shall include an evaluative letter by the cluster leader that is submitted to the head/chair prior to the review. Before writing the letter, the cluster leader shall seek advice from the steering committee of the cluster. More frequent reviews may be conducted at the discretion of the faculty member or the department head/chair.

Special care should be taken with the annual review of tenure track faculty members who have not yet achieved tenure or promotion to associate professor. Each academic unit shall develop procedures by which the department head/chair or unit head will conduct, at least annually, performance evaluations of tenure-track faculty members who have not yet achieved tenure or promotion to associate professor or professor. These procedures shall be subject to review and approval by the dean of the college or school. Unit-level procedures may require the department head/chair to consult with the unit's tenured faculty before conducting the annual performance evaluation of such candidates. The department head/chair shall take particular care to relate the faculty member's 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. The third-year review of faculty members who have not yet achieved tenure, described below, shall serve as the annual performance evaluation in that year.

3.7.2 Third-Year Review (excerpt)

Each department or academic unit shall conduct a third-year review of all its probationary faculty members.

1. The third-year review 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. For faculty members hired under the research cluster initiative, supporting material shall include an evaluative letter by the cluster leader that is submitted to the head/chair prior to the review for sharing with the tenured faculty. Before writing the letter, the cluster leader shall seek advice from the steering committee of the cluster. In such cases, the tenured faculty along with the head/chair will consider this information in assessing the faculty member's progress toward tenure and promotion.

From 3.6.5. Policy and Procedure for Promotion and Tenure

E. The Department's and Dean's Recommendation

The eligible department faculty who voted on a candidate's promotion and/or tenure will write a summary letter that reflects the vote and represents all aspects of the discussion leading to that vote. The department head/chair will also write an evaluative letter with a recommendation for or against promotion and/or tenure. In addition to these two required letters, individual faculty members may write letters explaining why they do or do not favor promotion and/or tenure. Where there are fewer than three faculty members in a department who are eligible to write letters of evaluation, the head/chair may ask for letters from faculty members in other departments who have knowledge of the candidate's professional performance. For faculty members hired under the research cluster initiative, the head/chair shall ask for a letter from the cluster leader prior to the consideration of the candidate for sharing with the tenured faculty (and those of higher rank in cases of promotion). In such cases, the tenured faculty along with the head/chair will consider this information in making recommendations for promotion and tenure. Before writing the letter, the cluster leader shall seek advice from the steering committee of the cluster. Letters from the home department should address the quality of research/creative work and the candidate's potential for continued work, teaching effectiveness, effectiveness in the area of extension, service contributions, and, in tenure cases, potential to contribute as a productive and collegial member of the academic unit in all relevant areas. In the case of candidates for tenure-on-hire, letters from the candidate's current colleagues as well as from Auburn faculty members are strongly encouraged and should address these same issues.