CHECKLIST FOR THE REAPPOINTMENTS AND PROMOTIONS COMMITTEE FOR REAPPOINTMENT, TENURE, AND PROMOTION REVIEW

COMMITTEE ON FACULTY APPOINTMENTS

The information given here -- based on *ARTICLES OF GOVERNMENT* -- is intended as a guide to the Reappointments and Promotions (R&P) process **but does not serve as a substitute for legislation. Please refer to Book I, Article IX, for FACULTY APPOINTMENT POLICIES.** Non-tenure-track appointments are not subject to these procedures.

FOR THE REAPPOINTMENTS AND PROMOTIONS COMMITTEE:

1. Be sure the **composition** of the R&P Committee is complete and known to the candidate. (Consult legislation for the constitution of special R&P committees for interdisciplinary or extradepartmental appointments.) Refer to the *Faculty Handbook* regarding R&P participation while on leave.

   R&P committees must walk a fine line between faculty development and evaluation. While it is essential for R&P committees to be available to support junior faculty and to assist them in meeting the College's expectations in the areas under review, R&P committees must also observe norms of fairness and keep in mind that ultimately they also have significant evaluative duties and will be required to review and make judgments about junior faculty's performance. These sometimes competing obligations must be held in a responsible balance.

2. Space **class visits** throughout a term of appointment. **Two developmental visits** must be made during a candidate's first year at the College (*Book I, Article IX, 6B2*), and at least three visits by three different members of the R&P Committee must be made within one year of a reappointment or tenure decision. It is helpful for visits to be made to different classes and levels of courses, in order to develop a full picture of the candidate's teaching. (Consult legislation for procedures regarding visits: arranging in advance, prompt oral discussion after-wards, written report within two weeks, opportunity for response by candidate. The R&P chair and/or instructor should notify the Provost's office if the class visit report is not filed within one month of the visit.)

   In the case of candidates being reviewed for reappointment and/or tenure, the CFA may request copies of class visit reports from the R&P (with the exception of the two first-year developmental class visits).

3. Review **student evaluation questionnaires and/or learning experience reflections** and letters which have been sent to department chairs from the Office of the Provost and Dean of the College. Please note that, as required by legislation, SEQs/LERs for tenure-track faculty in the first semester of the first year of a <u>four-year</u> initial appointment are not reported to the CFA or the departmental R&P committee[i]. (These exclusions do <u>not</u> apply to tenure-track faculty who have an initial appointment of less than four years; SEQs/LERs from the first and second

[i] For junior faculty who began their tenure-track appointment prior to semester I of 2014-15, there is also no required reporting of Student Evaluation Questionnaires to the Committee on Faculty Appointments in the second semester of a four-year initial appointment.

semester of their first year are reported to both the CFA and the departmental R&P committee.) Finally, SEQs/LERs for faculty in the year following a tenure decision are not reported to the CFA or the departmental R&P committee.

4. Hold **annual meetings** with each tenure-track faculty member about their performance, and provide as realistic an assessment as possible of prospects for reappointment and/or tenure. The student evaluations of each tenure-track faculty member should be reviewed with them at this meeting. The entire R&P Committee should discuss the assessment before the conference is held. In timely fashion, prepare and file memoranda on these meetings, to be signed by the chair of the R&P and the candidate. The memorandum must include the timing of the candidate's next review (i.e., reappointment or tenure). The annual conversation is an important way to provide tenure-track members with regular feedback. Please remember that it is necessary to verify in Workday by **September 15** of each year that the annual meeting has taken place and a signed report of the conversation is on file.

   In the case of candidates being reviewed for reappointment and/or tenure, the CFA may request copies of annual conversation reports from the R&P.

5. Hold a conversation with each **second-year and fifth-year associate professor** (unless the associate professor requests otherwise) about his/her progress toward and timing of promotion to the rank of full professor. Please remember that it is necessary to verify in Workday by **September 15** of the candidate's third or sixth year in rank that the conversation was offered and did or did not take place.

5. For tenure and promotion reviews, consult with the candidate on and approve in writing the list of outside nominators**. Note that nominators and evaluators must be full professors for promotion reviews to full professor.**

6. The timing of tenure review depends on the rank of the initial appointment at the College as well as whether the candidate chooses to exclude a year spent on leave from the years in rank. Faculty who are initially appointed at the rank of associate professor or professor are reviewed not later than the spring of the second year of service at the College. Other full-time faculty are reviewed in the fall of the sixth year of service, including within this period the years of full-time service at another institution up to and including three years, as noted at the time of a candidate's initial appointment.

7. Ordinarily, review for promotion to full professor occurs in the spring of the seventh year as associate professor. Please note that the R&P Committee should notify the Provost/Dean of the College (not the CFA) if there is to be a candidate for early, sixth-year promotion to full professor. Notification should be sent by **October 15** of the year in which the candidate's case will be considered. It is strongly recommended that the R&P Committee meet with the Provost/Dean of the College ***prior to submitting this notification*** to discuss the case and to understand clearly the standards for early promotion.

8. Review the candidate's **complete dossier**, including the outside evaluations, materials submitted by the candidate, including scholarly publications, and other relevant information. Note that a tenure candidate's submission of a press contract might lead to a request from the CFA for the outside readers' reports.

9. Write a **letter** evaluating the candidate's record in terms of the criteria specified in legislation: quality of teaching, evidence of scholarly strength and growth, relation to departmental structure, service to the College in achieving its educational goals, and external professional activities. The letter of recommendation from the R&P Committee should be signed by all members who agree with its conclusion. Those not in agreement should prepare a separate letter(s) giving their views. It is important that these letters contain frank assessments of the strengths and weaknesses of the candidate, and reflect the varying opinions of the different members of the R&P and how strongly they are held. The CFA may request additional information or clarification of the R&P recommendations and, if further clarification is needed, may ask to meet with the R&P Committee.

    a. The R&P letter should begin with a brief paragraph stating the current rank and length of contract of the candidate, the rank and length of contract being recommended, its effective date, and the R&P vote on the recommendation.

    b. The teaching section should summarize comprehensively the candidate's teaching and advising activities during the review period. The letter should then discuss the quality of teaching, referring to class visits, SEQs/LERs, student letters, syllabi, and other available information. It should analyze the SEQs/LERs for what can be learned about the candidate's growth and quality as a teacher, summarizing the trend over time and patterns in different kinds of courses, and making comparisons where relevant with others who teach similar courses. The CFA has access to the quantitative data and statistical summaries of the SEQs/LERs, so quantitative cases that simply rehearse these data are not particularly useful. It is helpful to include brief quotations from class visit reports. The CFA may request to see the visit reports in order to get a more complete picture of the candidate's work in the classroom.

    c. The section on scholarly strength and growth should state concisely the candidate's major areas of research and specify precisely the progress in their research record during the review period. Include work published, accepted, or submitted for publication during the review period, as well as work in progress, clearly indicating the status of each item. The letter should contain an analysis and evaluation of the work itself and, as appropriate, the quality of the venues in which it appears. For tenure and promotion, include a summary of the outside evaluations. Brief quotations from these evaluations are appropriate, as is a description of the evaluators and their place in the field. The letter should include the R&P's own assessment of the work, to the extent that the research areas of R&P members make this possible.

    d. The section on structure should describe how the candidate fits the structural needs of the department. These include the distribution of faculty across the major areas in the field, projected retirement and enrollment patterns, and appropriate interdisciplinary factors. The department may also wish to compare the candidate with other faculty in the department who are roughly in the same cohort.

    e. The sections on service and external professional activities should summarize precisely the activities carried out during the review period. The letter should follow this with an evaluation of the quality of the contributions in these areas. Service is construed broadly to include work on College and department committees, as well as less formal or visible contributions to the College in achieving its educational goals.

10. Please submit to the CFA **together** any majority and minority letters for a particular candidate. As soon as the R&P submits its recommendation to the CFA, **notify** the candidate in writing saying whether the recommendation is positive or negative and whether it is unanimous. If it is not unanimous, do not indicate the nature of the split. The CFA will send a copy of the letter(s) to the candidate, with signatures and mentions of other individuals deleted.

11. By October 15 each year, a list will be published of faculty members to be reviewed for reappointment, promotion, tenure, or merit increases in that academic year. The name of each faculty member under review will be included unless the candidate requests otherwise. Due dates for R&P recommendations are also included on the list.

    R&P due dates are as follows:

    - **OCTOBER 15***: assistant professors being reviewed for tenure.
    - **MARCH 1***: faculty being reviewed for reappointment in the second year of a three-year initial contract or in the third year of a four-year initial contract who require one-year notice.
    - **MARCH 15*:** associate and full professors being reviewed for tenure.
    - **FEBRUARY 15*:** The deadline for departmental R&Ps to bring recommendations for initial appointments to the ranks of associate professor and professor to the CFA for its approval.
    - **APRIL 1*:** faculty being reviewed for promotion to full professor.

    *If the date indicated falls on a Saturday or Sunday, use the following Monday date. If that Monday is a holiday, use the following Tuesday date.

12. Dates notifications are due to candidates:

    - fall tenure candidates: December 15
    - spring tenure candidates: April 15

    There is no legislated notification date for faculty being reviewed for promotion to full professor or for faculty being reviewed for reappointment to second-level assistant professor. In the latter case, at least twelve months of notice must be given before an appointment terminates.