

POLICES GOVERNING THE PRE-TENURE REVIEW PROCESS IN THE SCHOOL OF EDUCATION

Under University policy (see ACA.FG.400.001), a pre-tenure faculty member at the Assistant Professor level submits an official dossier and is formally reviewed for tenure during the sixth year of employment; thus, the faculty member has a five-year probationary period before formal tenure review. That same University policy also outlines circumstances under which the probationary period may be shortened or increased (i.e., a “stop-the clock” provision). The proposed pre-tenure review process assumes the typical five-year probationary period and the Ad-hoc Committee on Pre-Tenure Review in the School of Education (SOE) recommends if the length of probationary period is changed, the timing of pre-tenure review be changed as well, and both be in writing.

The proposed pre-tenure review process takes place during a pre-tenure faculty member’s third year of employment, with the review and corresponding written recommendation completed prior to March 15 to allow the faculty member and department chair to use in the completion of that academic year’s faculty activity report and department chair evaluation, respectively. By the last day of Winter Intersession during January of the third academic year of employment, the pre-tenure faculty member submits the pre-tenure dossier to appropriate department chair (or chair designee) in electronic format (preferably PDF). The dossier should follow the outline used for the University final review tenure dossier (see pp. 4-5 of this document). In the same electronic file, the pre-tenure faculty member should include a one to two-page cover letter addressing the faculty member’s own assessment of his or her academic and professional goals, and progress toward tenure. This letter also may be used to present any special or extenuating circumstances of which the faculty member determines would be of benefit for reviewers to be aware. It is important to note, however, the pre-tenure faculty member’s cover letter may not be used to invoke the “stop-the-clock” provision of the University policy as such requests must be made directly to the department chair and approved as outlined in the University policy. The faculty member also may include a one to two-page statement from a mentor or other tenured faculty member who may have knowledge of the pre-tenure faculty member’s progress toward tenure, as well as any special or extenuating circumstances, or specialized area of publication. This statement, if included, should be part of the electronic file as well.

Each department, Teacher Education (TE) and Leadership & Counselor Education (LCE), will develop a procedure by which a three-member, or other appropriately sized, departmental committee of tenured faculty is chosen to facilitate the review of the third-year dossiers and write a recommendation to the department chair regarding each pre-tenure faculty member’s progress toward tenure. Options for selecting the departmental committee include selection by the department chair or by the department’s tenured faculty. If a department does not have an adequate number of tenured faculty, the department process may include seeking participation from faculty in other areas. There may be other options as well, and the department’s selection procedure should be transparent, known, and announced to all departmental faculty by October 15 of each year and the actual composition of each departmental committee, including committee chair, determined such that, by November 15, the department chair may communicate the committee composition to the pre-tenure faculty whose dossiers will be reviewed. This communication, which should be in letter form, also serves as verification to the pre-tenure

faculty member that he or she is involved in the pre-tenure review process and indicates the date by which the pre-tenure dossier and other items noted above are due the following January.

By the contract start date of the Spring Semester, the department chair forwards the electronic files described above to the chair of the departmental pre-tenure review committee. That committee then facilitates a process of reviewing the pre-tenure dossiers and writing recommendations, which will be submitted to the department chair by March 15. Each recommendation should include an assessment of the pre-tenure faculty member's progress toward tenure overall, as well as in the individual teaching, research, and service areas. The recommendation also should discuss positive aspects and constructive criticisms related to each area and provide advice regarding how the pre-tenure faculty member can strengthen the dossier to help ensure the attainment of tenure at the final review stage.

Within the review process, the pre-tenure review committee should seek input from all departmental tenured faculty members. Although it is hoped that all departmental tenured faculty would be interested in participating in this process, there is no obligation for full participation among the departmental tenured faculty, and each departmental tenured faculty member determines on his or her own whether to participate in the process. There are different options for incorporating such input into the process. One option is for the pre-tenure review committee to review all of the dossiers and write draft recommendations by February 15, and then hold a meeting of the departmental tenured faculty at which faculty are asked to provide input on the recommendations, and then send final recommendations to department chair by March 15. Under this option, both the dossiers and the committee recommendations must be made available to all departmental tenured faculty prior to the meeting to enable a full and complete discussion. Another option is for the pre-tenure review committee to seek input from all departmental tenured faculty first, either in a meeting or electronically, and then incorporate that input into the pre-tenure committee recommendations. Under either option, if a department has a mentoring program, in addition to the statement that may be provided as part of a pre-tenure faculty member's electronic file, mentors may be incorporated into the pre-tenure review process by having a mentor speak about the pre-tenure faculty member's dossier of which the mentor may be aware or have the mentor available to answer questions other faculty or pre-tenure review committee members may have.

Regardless of the method by which input from all departmental tenured faculty is sought or obtained, the Ad-hoc Committee on Pre-Tenure Review recommends using a short survey by which tenured faculty are asked, for each pre-tenure faculty member, to 1.) indicate by yes/no whether the pre-tenure faculty member is making adequate progress toward tenure overall; 2.) indicate by yes/no whether the pre-tenure faculty member is making adequate progress toward tenure in each of the three areas of teaching, research, and service; and 3.) provide qualitative comment in the form of strengths and weaknesses in each area. This survey information could be gathered electronically or within a meeting and should be beneficial to the pre-tenure review committee in developing or amending the recommendations and enable the pre-tenure review to provide both objective and subjective information to each pre-tenure faculty member.

The final recommendations of the pre-tenure review committee should be forwarded to the department chair by March 15. The committee should forward individual recommendations to

the pre-tenure faculty whose dossiers were reviewed at that time as well, unless there is a procedure developed under which the recommendations are forwarded to the pre-tenure faculty by the department chair. If the latter process is used, the department chair should avoid having any substantial delay between when department chair receives and pre-tenure faculty member receives. As noted above, the recommendation may be useful to the pre-tenure faculty member as he or she finalizes the faculty activity report due mid-April and also should be discussed as part of the department chair's annual written evaluation and within the department chair's meeting with the faculty member. The recommendation report may be used to inform the department chair's third-year evaluation of the pre-tenured faculty member and the department chair may decide to incorporate part of the report into that evaluation, and if the recommendation report is so incorporated or referenced, the department chair also should indicate in the written evaluation whether he or she as department chair agrees with the recommendation. The report itself, however, is not meant to become a part of the final tenure review dossier or forwarded beyond the department chair or used within the final tenure review, other than by reference to it in the department chair's third-year or subsequent written evaluations.

TENURE/PROMOTION FINAL REVIEW DOSSIER

A. EMPLOYMENT RECORD.

1. Service with the University.
2. Previous full-time academic employment
3. Other employment or activity considered as contributing to academic competence.

B. ACADEMIC RECORD.

1. Degrees completed.
2. Prospective additional degrees.
3. Other pertinent academic work.

C. TEACHING RECORD.

1. Course load.
2. Dissertations and theses directed.
3. Director of dissertations and theses in progress.
4. Other pertinent teaching activity.

D. PUBLICATION.

1. Printed publications.
2. Pending publications.
3. List other pertinent publication information.

E. PERFORMANCES, EXHIBITIONS, AND COMPOSITIONS.

F. GRANTS.

G. EXTERNAL EVALUATIONS. (To be provided by chair).

H. PROFESSIONAL ACTIVITIES.

1. Membership in professional organizations.
2. Office held.
3. Papers presented.

I. SERVICE.

1. Routine service to the University.
2. Non-routine service to the University.
3. Service which makes the facilities and expertise of the University available to the larger society of which it is a part.
4. Service to one's discipline.

J. HONORS.

1. Organization membership.
2. Other honors.

K. ADDITIONAL INFORMATION.

Final Proposal – Bulleted Version

- During Spring Semester of first and second academic year of employment, a pre-tenure faculty member completes faculty activity report and participates in annual review by department chair.
- By October 15, each department (TE and LCE) determines and announces its procedure for the selection of a three-member, or other appropriately sized, departmental pre-tenure review committee.
- By November 15, the appropriate department chair communicates via letter, to the pre-tenure faculty members in that department whose dossiers will be reviewed, the composition and chair of each departmental pre-tenure review committee. The letter should include the date by which the pre-tenure dossier and other items noted below are due, as well as information on formatting and substance.
- By the last day of Winter Intersession in January of the third academic year of employment, the pre-tenure faculty member submits, to appropriate chair (or chair designee), in electronic format (preferably PDF), the pre-tenure dossier and a one to two-page cover letter addressing the faculty member's own assessment of his or her academic goals and progress toward tenure, as well as any extenuating circumstances of which reviewers should be aware. The pre-tenure dossier should follow the format of the final review tenure dossier. The electronic file also may include a two-page statement from a mentor or other tenured faculty member who may have knowledge of the pre-tenure faculty member's progress toward tenure, special or extenuating circumstances, or specialized area of publication.
- By contract start date of the Spring Semester, the department chair forwards the electronic files to the chair of the departmental pre-tenure review committee.
- During the next several weeks following receipt of the electronic files, the departmental pre-tenure review committee facilitates a process under which the pre-tenure dossiers are reviewed, including seeking input from all other tenured faculty in the department, and recommendations made, in both objective and subjective form, regarding whether each pre-tenure faculty member who submitted materials is making adequate progress toward tenure overall as well as separately in teaching, research, and service areas. Different options for this process are outlined in the Full Version of this proposal (see pp. 1-3 of this document).
- By March 15, the chair of the departmental pre-tenure review committee forwards final recommendations to the department chair. Each pre-tenure review faculty involved in the process should receive his or her individual recommendation as well, either directly from the committee or from department chair. Such recommendations may be used by the pre-tenure review faculty member in the completion of that academic year's faculty activity report, and should be used as part of the department chair's annual written evaluation and within the department chair's meeting with the faculty member.

The faculty of the School of Education approved this document on February 14, 2014.