Evaluation of Progress for Untenured Faculty

Department chairpersons are required by University regulation Faculty Performance Review (AR II-1.0-5, page 2, B-4) to conduct progress reviews of all untenured departmental faculty in the second and fourth years of their probationary period. The College also requires a third year review for all untenured A&S faculty. This review constitutes a major assessment of the faculty's record of achievement. The input of senior faculty in the department is required. It will provide for a mid-cycle evaluation that gives chairs a greater period of faculty performance on which to judge achievement and junior faculty enough time before the sixth year review to address areas of deficiency.

Second and Fourth Year Progress Reviews

The responsibilities of the chair in conducting a second year review are as follows:

1. Prepare a progress review dossier that includes:
   - A copy of the two-page chair’s rating sheet from the previous 2 merit exercises;
   - Other materials which the chair and candidate deem appropriate.
   - Invite all tenured departmental faculty to review the dossier and make comment.

   **NOTE:** Where the faculty member is up for reappointment, the chair should make a recommendation to the dean in a separate letter.

2. Write a review summary.
3. Meet with the faculty person to communicate and discuss the review results. The candidate **should be given a copy of the chair’s review summary.**
4. Submit to the dean for his review and formal response:
   - the progress review dossier
   - the chair’s review summary
   - the chair’s recommendation for reappointment (as needed)

The progress review materials are due in the dean's office no later than March 1.

Progress review summaries must be free of language which, on the basis of performance and achievement to date, alludes to the likely outcome of the faculty member’s tenure review. The language of a progress review should be evaluative, and somewhat prescriptive (in that constructive suggestions for addressing areas of deficiency are offered), but never predictive. Statements such as "You are on the road to tenure," or "One more article and your tenure is assured" preempt the tenure review process and are, therefore, inappropriate and potentially the grounds for litigation.

Notification of Non-Renewal and Terminal Appointments

Faculty in their first year of employment must be notified of termination no later than March 1. The Dean's office must be notified by February 1 to insure adequate time for processing.

Faculty in their second year of employment must be notified of termination or reappointment decisions no later than December 15. Since all such decisions must carry the recommendation of the Dean, who must consult the appropriate college advisory committee before rendering a judgment, and the approval of the Chancellor, you should notify the Dean's office of your decisions no later than November 14.

Notification of non-renewal of appointment after more than two years of service shall be given at least 12 months before expiration of that appointment.

It is important to pay careful attention to these deadlines in considering contracts. By waiting only a few days beyond a deadline, a department can tie up a position for almost two years.
Dossiers for Reappointment, Terminal Reappointment and Non-Renewal of Appointment

A department chair must consult with his or her departmental faculty before rendering a decision on the question of faculty reappointment. Written judgments from the faculty are not required, however, unless the chair decides to recommend terminal reappointment.

The following information should be forwarded to the Dean's office for all reappointments:

1. A complete vita.
2. A letter giving the department chairperson's recommendation.
3. Individual written judgments of consulted faculty members in the case of recommendation of terminal reappointment or non-renewal of appointment.