

MOTION: That the Faculty, in Part 4, Section 10.I.D of the Faculty Rules & Regulations, on Annual Reviews and Contract Renewal and Promotions, delete the existing language (as struck-through below) and replace it with the proposed new language (underlined and in bold below) effective July 1, 2011.

RATIONALE: The current practice is to conduct annual reviews of untenured faculty in December or January regarding performance during the preceding calendar year. The Committee on Tenure & Faculty Development believes that it would be preferable to shift the timing of such reviews to early in the fall semester, and to have them address the preceding academic year. Deferring the first such review – now conducted a short six months or so after the beginning of the appointment – will provide better information to both the department and the candidate. However, the department chair or program director should not wait until the first formal review to communicate with the faculty member, but rather meet informally for feedback and advice at the end of the first academic year. The timing of subsequent reviews should also follow an academic-year, rather than a calendar-year, cycle. Candidates will thus be reviewed early in the fall of each year. This schedule has the additional advantage of aligning the timing of annual reviews with that of the reappointment review.

The nature and quality of the guidance provided in annual reviews can vary considerably from department to department. A draft of the annual review should be submitted to the Dean of the Faculty (or the Dean of Medicine and Biological Sciences) for comment before being finalized and provided to the faculty member in question. This will ensure more consistent and uniform standards.

Finally, some minor modifications to the notification period are required as a consequence of the change in the length of the probationary period from seven to eight years.

SUMMARY: The language below effects the following changes

1. regarding annual reviews of untenured faculty:
 - shifts the timing of the annual review, from mid-year to the fall semester
 - changes the period to be reviewed, from the preceding calendar year to the preceding academic year
 - requires that Department Chairs meet with untenured faculty at the end of the first year of service to provide informal feedback and advice before the summer break, rather than waiting until the annual review in the fall
 - requires that the Dean review a draft of the annual review after it has been approved by the Department but before it is provided to the untenured faculty member
2. regarding the timing of recommendations for contract renewal and promotion:
 - clarifies the notification period: eight months for contracts of four years or less (this includes the reappointment of assistant professors and lecturers)
 - requires that candidates for tenure be informed of the decision at least twelve months before the expiration of their contract, regardless of the length of the contract

Faculty Rules and Regulations

Part 4: Faculty Resolutions, Policies, and Procedures

Section 10.I.D.3 – 4

3. Annual Reviews

The Dean of the Faculty or the Dean of Medicine & Biological Sciences shall annually write to all untenured faculty ~~appraising~~ **apprising** them of the requirement for an annual review and of the existence of written departmental standards and criteria for contract renewal and promotion (as described in subsection 4 below, “Contract Renewal and Promotion”).

The annual review of each full-time untenured faculty member, including Lecturers and Instructors, shall be directed by the academic unit Chair. The academic unit Chair will establish and maintain a dossier on each non-tenured faculty member containing copies of: (1) official appointment and salary letters; (2) annual reviews of the faculty member; (3) an annually revised curriculum vitae of the faculty member; (4) copies of his or her scholarly publications; and (5) material on teaching performance (including student teaching evaluations and tabulations), curriculum development, and advising.

The untenured faculty member, and the academic unit Chair, will be responsible for submitting material including an up-to-date curriculum vitae for his or her dossier, so that it contains up-to-date material on teaching (including courses taught, student evaluations from courses and tabulations, summary material on undergraduate and graduate advising), scholarly work (including copies of publications), and service to the University (also listed in the curriculum vitae).

The annual review of each untenured faculty member will be conducted at a duly called meeting of the tenured faculty, where the contents of the individual’s dossier (excluding salary information) will be reviewed and his or her performance **during the preceding academic year** evaluated in each of three areas: scholarship, teaching, and service. A description of a consensus concerning the untenured faculty member’s performance or of the nature of the disagreement about it if there is no consensus will be arrived at. **A draft of this report shall be submitted for comment to the Dean of the Faculty or the Dean of Medicine & Biological Sciences, as appropriate, before being provided to the untenured faculty member.**

Such a review of an untenured faculty member’s total performance will take place annually, **normally at the beginning of the fall semester.** ~~but~~ **In some years it may coincide with the procedures for that academic unit’s recommendation for contract renewal, promotion or tenure. In such years the review will be conducted in time to meet University deadlines for the submission of these recommendations. The Chair will also meet with untenured faculty members at the end of their first year of service, to solicit information and provide informal feedback in advance of the forthcoming annual review.**

The academic unit Chair will meet with the untenured faculty member and present a **final** written report which indicates the evaluation of the individual’s performance by the tenured faculty of the academic unit. This evaluation report shall include a commentary on the individual’s scholarship, teaching, and service. A copy of this written evaluation shall be given to the untenured faculty member and every tenured faculty member in the academic unit, and to the Dean of the Faculty **or the Dean of Medicine & Biological Sciences.**

The untenured faculty member may submit a written comment on the final evaluation report, and such comments shall be placed in the official academic unit file of the untenured faculty member. Lack of response by the untenured individual shall not be construed as total agreement with the final evaluation report.

4. Contract Renewal and Promotions

Every department or other academic unit with contract renewal or promotion decisions to make is responsible to provide each member of the faculty, including anyone who may become a candidate for tenure, and whose appointment was not made on the prior assumption that the position was not tenurable, with the department's written criteria for evaluating scholarship, teaching and service. This statement shall be detailed, clear, objective and fair and will state the relative importance of each criterion. The standards for meeting these criteria will also be described and defined by the department, to the extent possible. The criteria and standards will be applied consistently and uniformly. While the criteria and standards are not to be altered without approval by the Dean of the Faculty, or the Dean of Medicine and Biological Sciences (as may be appropriate) and the CMFA, TPA and the FEC, changes in the weighting of the criteria may occasionally occur. If a department has received approval for such a change, faculty should be notified as far in advance as possible of the exception and reasons for the change, and they must receive a copy of any alterations or amendments to the standards and criteria. **All departmental standards and criteria are to be consistent with those of the University.**

Recommendations to renew or not to renew contracts, or to promote or not to promote, are initiated by the faculty member's academic unit. All recommendations must be prepared and concluded in sufficient time to enable the University to notify formally the individual of its decision **in a timely manner.** ~~at least twelve months before the expiration of the term appointment, except that f~~ For individuals whose **with** term appointments ~~total three~~ **of four** years or less, notice shall be given at least eight months before the expiration of the appointment, **except that those under consideration for tenure shall normally be informed of the decision at least twelve months before the expiration of a term appointment of any duration.** Initial faculty appointments of one year or less duration, and visiting and adjunct appointments of whatever duration, are to be considered term appointments not requiring additional notice from the University of expiration. At least one year before such a recommendation for **reappointment or tenure** is **to be** made, the faculty member may request and receive (1) a written statement of the academic unit's criteria for recommending a renewal of an appointment or promotion and the academic unit's procedures in making such a recommendation; and (2) an explanation of the academic unit's needs as far as these may affect his or her reappointment or promotion or potential tenure review. The faculty member also has the right to an explanation of what the recommendation is and to whom and when it will be sent. In the case of a negative recommendation, and at the request of the individual, he or she shall be given, in writing, the reasons of the academic unit for its decision. As outlined in the section concerning the Committee on Tenure, Promotions and Appointments, the individual also has the right to present written material in person and/or in writing to such Committee.

In the case of promotion from Associate Professor to Professor, a review may be initiated at any time after the granting of tenure. As a minimum requirement, tenured associate professors who have completed ten years in rank shall be reviewed for promotion to professor. However, a candidate may decline or defer this required review by sending a letter to that effect to the Dean of the Faculty or the Dean of Medicine and Biological Sciences, as appropriate. A candidate shall be reviewed for promotion at least every five years if not promoted. A candidate may defer or decline as described above.

At a duly called meeting of the tenured (senior)¹ faculty, the tenured (senior) members of the academic unit will review the candidate's performance with regard to scholarship, teaching and service, in

¹ In the case of promotion from Associate Professor to Professor, the group acting to make a recommendation consists of the Professors of the academic unit. ~~A full description of the procedures to be followed in the case of promotion from Assistant Professor to Associate Professor with tenure will be the subject of a separate recommendation to the faculty.~~

accordance with the specific criteria established by the academic unit which are on file with the appropriate Dean. (Publications and teaching evaluations, as well as other pertinent parts of the academic unit's file on the faculty member, will be available to tenured (senior) members of the academic unit two weeks before the meeting to make the recommendation.) On the basis of an evaluation of these aspects of an individual's performance, as well as in the case of promotion of assistant to associate with tenure consideration of the academic unit's staffing needs, a recommendation will be made in writing by the proper date and indicating the quorum the academic unit has established as necessary to make such decisions. The recommendation will contain a conscientious documentation by the academic unit of the candidate's professional career, as well as the reasons for the recommendation and the data used to arrive at the decision.