

## **Provost Memo Re: AR 3:10.B.4**

Progress Reviews of Probationary (tenure eligible) Faculty require mandatory progress reviews in their second and fourth years of probationary service.

The policy requires that the educational unit administrator:

- Consult with the tenured faculty of the review candidate's unit about the individual's progress toward consideration for tenure in terms of the unit's expectations;
- Prepare a written review of the candidate's progress; and,
- Discuss the written review with the individual under review.

The discussions and the written progress review that documents those discussions, along with the reappointment process that runs in tandem with those progress reviews, shall be concluded no later than the last day of the individual's appointment contract in the second and fourth years of probationary service.

Progress reviews may occur more frequently. The written review shall be sent to the dean of the college and a copy shall be given to the individual under review and placed in the individual's Standard Personnel File.

**The reviews must be completed by June 30 of the probationary faculty member's 2<sup>nd</sup> and 4<sup>th</sup> year.**

### **Second and Fourth Year Review Procedures in the College of Nursing**

1. By the beginning of Spring semester of the 2<sup>nd</sup> and 4<sup>th</sup> year of appointment, the reporting associate dean will notify the faculty member about the timeline for the review. The associate dean advises the faculty member to prepare a preliminary dossier that includes. Note the dossier is not expected to be a complete dossier, some components may be missing, especially for the 2<sup>nd</sup> year review. The 4<sup>th</sup> year dossier is expected to contain all elements, although it is understood that additional evidence will be added during the 5<sup>th</sup> year.
  - a. Updated CV
  - b. Personal statements for teaching/mentorship; research/scholarship activities; and service to college, university, and profession (if appropriate). See document regarding how to write personal statements.
  - c. Teaching portfolio (see AR 3:10 Appendix 1)
  - d. Examples of scholarship
  - e. Additional material that can be added include letters of support from students, examples of student success as a result of teaching, advising, or mentorship, evidence of peer regard for teaching, mentorship, or service; evidence of regional, national, or international reputation/recognition.
2. The associate dean sends the completed dossier to all tenured associate and full professors to solicit written evaluations of the faculty members progress toward tenure with recommendations for strengthening the dossier. The 2<sup>nd</sup> year review should have a greater focus on formative evaluation, while the 4<sup>th</sup> review is equally summative and formative.

3. Written comments from faculty members required to provide a written evaluation are not shared directly with the faculty member under review but are "discoverable" should the faculty member being reviewed request the materials.
4. The associate dean reviews the written evaluations and prepares a summary review letter for the faculty member.
5. The associate dean shares the review with the faculty member during a meeting; modifications to the review can be made based on the discussion.
6. The faculty member is given the final review letter signed by the associate dean.
7. Copies of the letter are sent to the dean and to director of Human Resources & Faculty Coordinator for placement in the Personnel File.