

## Pre-tenure Reviews in Pamplin

### Policy 480

Adopted: May 6, 2015

Revised: November 7, 2017

This policy describes requirements in Pamplin for the pre-tenure reviews required in Section 3.4.2 of the University Faculty Handbook. Critical paragraphs from that section are reprinted as an addendum to this policy.

The following requirements apply to pre-tenure reviews in Pamplin.

1. The pre-tenure reviews will be conducted during the 2<sup>nd</sup> and 4<sup>th</sup> years of service adjusted for any extensions of the tenure clock.
2. It is required in Pamplin that the promotion and tenure dossier format be used. The faculty member being reviewed should assemble the following sections
  - III-Candidate's Statement
  - IV-Teaching and Advising Effectiveness
  - V-Research and Creative Activities
  - VI-International and Professional Service and additional Outreach and Extension Activities
  - VII-University Service
  - VIII-Work Under Review or In Progress
  - IX-Other pertinent Activities.

The department should add the department P&T Committee's letter and a draft of the department head's letter (abbreviated Section II). In lieu of the Executive Summary (Section I), the faculty member's c.v. should be inserted. Appended to the dossier should be copies of the faculty member's FARs and any additional annual review feedback provided.

3. Included in this review should be a comparison of the faculty member's research and teaching contributions to a benchmark group of similarly positioned faculty at peer institutions (4-8) drawn from the faculty member's discipline who will be considered for tenure prior to the faculty members mandatory promotion and tenure review date. Ideally these benchmark faculty are identified prior to the 2<sup>nd</sup> year review and then reviewed and refreshed as needed prior to the 4<sup>th</sup> year review.
4. Peer teaching evaluations should be conducted within one year prior to each pre-tenure review and the reports included in Section IV of the dossier.
5. Once the department review is complete, the assembled materials must be submitted to the Dean for review. A schedule will be established to insure that the Dean's review and any revision of the department head's letter can be completed

prior to the May 9 deadline for any subsequent personnel action.

6. Per the Faculty Handbook, the faculty member must sign a copy of the department head's letter to be maintained in his or her departmental file.
7. Per the Faculty Handbook, the department P&T Committee and department head should meet with the faculty member to discuss the review and recommendations.

Addendum: Excerpt from Faculty Handbook Section 3.4.2

Reviews are substantive and thorough. At a minimum, departmental promotion and tenure committees must review the faculty member's relevant annual activity reports, peer evaluations of teaching, and authored materials. It is strongly suggested that promotion and tenure committees and pre-tenure faculty use the promotion and tenure dossier format (available on the provost's website) in organizing and presenting information for review.

The pre-tenure reviews should analyze the faculty member's progress toward promotion and tenure and offer guidance regarding future activities and plans. All reviews must be in writing, with the faculty member acknowledging receipt by signing and returning a copy for his or her departmental file. In addition, the promotion and tenure committee and the department head or chair meet with the faculty member to discuss the review and recommendations. Individual faculty members are also encouraged to seek guidance and mentoring from senior colleagues and the department head or chair. Pre-tenure faculty members bear responsibility for understanding departmental expectations for promotion and tenure and for meeting those expectations.