

Procedures for the annual review of non-tenured, tenure accruing faculty:

Each year the department's FESIC (Faculty Evaluation and Salary Increase) committee carefully reads materials prepared by all faculty, documenting their annual productivity. The standards for this review are explained in the department's document: Academic Standards and Conventions. All new faculty are apprised of this document which is available on the department's website. During its annual meeting, usually held in March, the committee discusses, in depth, the progress of non-tenured faculty members in terms of their research, teaching, and service. Based on this discussion, the committee makes recommendations to the chair on the general satisfaction with the progress of the faculty member toward achieving tenure.

The chair then writes the review letter to the candidate taking into account the advice and recommendations of the FESIC committee. The chair presents the letter to the faculty member and answers any questions he/she may have. The letter from the chair becomes a part of the official record documenting progress toward tenure. Should the faculty member be nominated for promotion and tenure, these letters become a part of the promotion and tenure binder.

The third year review is the most important review for new, junior faculty. During the candidate's third year the committee and the chair spend more time reviewing the faculty member's progress and discussing the probability that the department will recommend them for tenure and promotion after two additional years. The procedure then follows that of all other years, described above.