

Pre-tenure and Associate Professor Reviews in Pamplin

Policy 480

Revised: April 29, 2022

This policy describes requirements in Pamplin for the pre-tenure reviews of tenure-track faculty required in Section 3.4.2 of the University Faculty Handbook and for associate professor reviews as required in Section 3.4.5.3 of the University Faculty Handbook. Critical paragraphs from those sections 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 2nd and 4th 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.

2. 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 2nd year review and then reviewed and refreshed as needed prior to the 4th year review.
3. 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.
4. Once the department review is complete, the assembled materials must be submitted to the Dean for review. A schedule will be established to ensure 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.
5. 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.
6. Per the Faculty Handbook, the department P&T Committee and department head should

meet with the faculty member to discuss the review and recommendations.

The following requirements apply to developmental associate professor reviews in Pamplin.

1. Associate professor reviews will be conducted during the 4th year of service following promotion to associate professor and/or granting of tenure. Up to two one-year extensions of the associate professor review can be granted at the request of the faculty member. In all circumstances, a review of the associate professor review must be completed by the sixth year following promotion or the granting of tenure unless that faculty member has been successfully promoted to full professor.
2. Reviews should be substantive. At a minimum the review should include:
 - a. A personal statement by the faculty member
 - b. Past annual reviews
 - c. Peer and student evaluations of teaching effectiveness (if requested by the committee or faculty member).
 - d. An updated CV.

If a faculty member is anticipating requesting promotion to full professor in the near future, they may choose to submit their information using the promotion and tenure dossier format available on the provost's website. 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.

In all instances, the department should add the department committee's letter and a draft of the department head's letter.

3. Peer teaching evaluations should be conducted within one year prior to the associate professor review and the reports included in Section IV of the dossier.
4. For faculty anticipating promotion to full professor, the 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 from the faculty member's discipline.
5. Once the department review is complete, the assembled materials must be submitted to the Dean for review. Associate professor reviews will be completed on the same timeline as pre-tenure reviews.
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.

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

Pre-tenure Probationary Period and Progress Reviews

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.

Addendum: Excerpt from Faculty Handbook Section 3.4.5.3

Review of Progress Toward Promotion to Professor

At least one review of progress toward promotion to professor should be conducted three to five years after promotion and tenure is awarded (or after tenure is awarded at the current rank of associate professor). The review is required for faculty promoted and tenured during 2012-13 and thereafter. The review is to be substantive and thorough. At a minimum, an appropriate departmental committee (e.g., promotion and tenure committee, personnel committee, annual review committee) must review the faculty member's relevant annual activity reports, peer evaluations of teaching, and authored materials since the last promotion. The committee may also wish to review an updated curriculum vita. The faculty member may wish to complete a draft promotion dossier (using the format available on the provost's website) to organize and present information for review.

The review should be developmental and focus on the faculty member's progress toward promotion to professor. The developmental guidance should focus on recommended future activities and plans that will position the faculty member for promotion. 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 faculty member may request a meeting with the department committee chair and the department head or chair 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.

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