

**Summary of Changes
To
University Tenure, Promotion & Annual Appointment Processes
prepared September 20, 2007**

Annual Evaluation

- All full-time faculty – ranked, unranked, probationary, tenured – will be evaluated annually in January and February for purposes of merit and, where applicable, progress toward tenure and/or promotion.
- The basis for evaluations will be the annual reports that individuals submit to their departments, due this academic year on January 9, 2008. Departments can require whatever materials they determine necessary for these reports relevant to merit evaluation and pre-tenure/pre-promotion progress.

Annual (Re)Appointment

- With the exception of 2nd year faculty *this* year, probationary faculty will *not* have to be formally reappointed each year. Once employed for six months or more individuals still must receive one year's notice for non-reappointment, but absent that the presumption is that they are continuing in their positions.
- Probationary faculty will no longer apply for reappointment; instead they will be evaluated annually as all other faculty will be.

Pre-tenure Review

- Parallel to the annual merit evaluation process, probationary faculty will be evaluated annually and as part of that evaluation be informed whether their progress toward tenure is "above satisfactory," "satisfactory," or "below satisfactory." In effect, each annual evaluation entails a "pre-tenure review," although not in the sense with which we have used this term in the past.
- A formal third-year pre-tenure review is not required, *although departments and colleges are welcome to retain such a formal process if they choose*. Such a formal mid-probationary review and the requirements for documentation should be explicated in the department's/college's promotion and tenure guidelines.

Calendars

- Note the parallels between the promotion and tenure calendar and the compensation calendar.
- Beginning Fall 2008 the deadlines for tenure and promotion applications will move to the *fall semester*.
- Due to applications being due in the fall, the process of soliciting external reviewers will need to begin in the spring.

External Reviews

- External reviews now are required university-wide.
- COAL requirements changed last year to prescribe *three* external reviews (previously two had been required and three recommended).
- Promotion and tenure guidelines need to specify the process for selecting external reviewers.
- See recommendations of the Provost's Committee on Tenure and Promotion regarding guidelines for external reviews.