

A Policy Statement for the Handling of Three-Year
Evaluations of non-tenured Professors

1. The dean will request a self-evaluation and supporting materials from the faculty member in March of the second semester of the third year. This request will normally combine his/her annual self-evaluation and his/her three-year self-evaluation.
2. The dean will meet with the tenured members of the department to discuss the individual's performance and prospects for favorable tenure review three years hence.
3. The chair will write his/her assessment of the candidate.
4. The dean and the chairperson will then meet with the faculty person under review to discuss the review process, to affirm the faculty member and commend her/him for what is going well. If there are any areas which call for improvement, the dean will suggest recommendations for such improvement.
5. After this meeting, the dean will write up the review document and submit it to the person under review and to his/her chairperson. The review document will be concerned with the performance of the faculty member in the areas of teaching, advising, scholarship and/or community and commitment to the goals and purposes of the College. The conclusion of the document will consist of recommendations for improvement in areas where thought necessary.
6. If the chairperson and/or the faculty member disagree with the review document, the dean will hold further discussions with them and come to an agreement on the document, if possible. The dean has the right, after that discussion, to submit the document to the Provost whether the faculty member and/or chair agree with the dean's statement or not. Copies of the document will go to the Provost, the chairperson, and the faculty member. The chair is entitled to submit a separate statement to the Provost if that is thought necessary.
7. The review document will become part of the notebook submitted by the chair when the recommendation for tenure is made.
8. The review document should be submitted to the Provost before the end of the second semester of the third year.
9. The Provost will write the faculty member stating his/her response to the dean's recommendation.

Approved in Deans' Council, May 10, 1989

Revised 10/96

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