

# Tenure-Track and Tenured Reviews

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## **General Procedures for Faculty Review**

### ***Departmental, Collegiate, and University Review Procedures***

Each department has a statement of procedures that describes the review of tenured and probationary faculty members for a variety of purposes, including annual review of non-tenured faculty, review for tenure or promotion, and review of tenured faculty. The department's review procedures must conform with the College's procedures as described in this Handbook and with University procedures outlined in the *Operations Manual* (<http://opsmanual.uiowa.edu/>) and the University's *Faculty Handbook* (<http://provost.uiowa.edu/faculty-handbook>).

New faculty members receive copies of the University, College, and departmental faculty review procedures at the beginning of the appointment. Both the faculty member and the reviewers consult these procedures for each review.

Each year, all faculty are also evaluated for merit salary increases during the DEO's salary conference with the Dean.

### ***Maintaining a Professional Dossier***

Each faculty member submits materials for use in his or her periodic reviews. For this purpose, the faculty member must maintain an updated curriculum vitae; keep student evaluations of teaching on file; and preserve copies of scholarly publications, records of creative work, and copies of teaching materials. For the dossier submitted in reviews for tenure and/or promotions, see "Helpful Documents" section of CPH Faculty Handbook. The dossier includes the faculty member's teaching portfolio.

### ***Evaluation of Teaching***

The College requires that evaluations of teaching be solicited from students in every course. Departments generally use standardized evaluation forms that are appropriate to the types of instruction in their courses. The faculty member is ordinarily responsible for keeping his or her student evaluations on file for use in faculty reviews. These evaluations are necessary evidence of teaching effectiveness in all reviews of tenure-track and tenured faculty.

Each peer evaluation of teaching must include classroom observation. At a minimum, one class session must be observed and reported on as part of the review of teaching in each annual review of probationary (not-yet-tenured) faculty, each review for promotion and/or tenure, and each peer review of tenured faculty. In preparation for the promotion review, each associate professor must also have a peer review of teaching, including at least one classroom observation, every second year. The peer evaluation of teaching must also include a review of syllabi and other materials from a variety of levels of instruction, evidence of successful supervision of graduate students, and other evidence of teaching quality (see Peer Evaluation of Teaching form in the “Helpful Documents” section of the CPH Faculty Handbook). Under Regents’ policy, the assessment of teaching must explicitly consider the oral communication competence of the candidate.

### ***DEO’s Role in the Review Process***

The DEO oversees faculty review processes and ensures that the department meets the deadline for reporting on the review and making recommendations. The DEO informs the faculty member under review of the timeline of the review and the materials the faculty member must submit. The DEO also sees that review committees are formed, where required by University, Collegiate, or departmental procedures. As soon as the departmental review process is completed, the DEO communicates the results to the faculty member and to the Dean.

### ***Faculty Member’s Right to Respond to the Review***

In all review processes, the DEO or review committee shares the review report with the faculty member under review. The faculty member has the right to respond to the review, and that response becomes a part of the review file forwarded to the Office of the Dean.