

Tenure-Track and Tenured Probationary Reviews

Annual Review for Non-tenured Faculty

Purpose of the Review

Each year the DEO reviews every non-tenured, tenure-track faculty member in the department. The review provides the faculty member with an assessment of his or her performance in teaching, scholarly or creative work, and professional service. The review ensures that the faculty member receives the guidance necessary for meeting promotion and tenure standards, but it does not in any way prejudge the review for promotion and tenure.

The DEO provides a copy of the assessment to the probationary faculty member, who may respond in writing. The response, if any, is transmitted to the Office of the Dean as part of the review file.

Deadlines for Transmission to the College

For third-year reappointment reviews, the DEO transmits the review materials to the Dean's Office by March 31. The Dean and Associate Dean for Faculty Affairs discuss these materials before forwarding them to the Office of the Provost with the College's recommendation on reappointment.

For all probationary reviews, the DEO transmits the materials to the Dean's Office by March 31. The materials are reviewed in the Dean's Office before being forwarded to the Office of the Provost.

First year of Initial Three-year Contract

The faculty member receives an abbreviated review in the spring semester, including an evaluation of teaching.

Second-year Review

The faculty member receives a substantive, evaluative review based on his or her record in teaching and scholarly or creative work since the appointment began. The

primary purpose of the review is to advise the faculty member on how well he or she is progressing toward meeting departmental and collegiate expectations of a tenurable record. The review report should outline substantive suggestions and specific expectations for teaching, research, and service.

In rare cases, it may be clear during the second-year review that the department is extremely unlikely to make a positive recommendation for contract renewal in the third-year review. If the Office of the Dean and the Office of the Provost approve a departmental recommendation that the third year be the final year of appointment, the faculty member receives a notice of termination from the Dean. According to University policy, a faculty member who has been in a tenure-track position for two or more years must receive at least 12 months' notice of non-renewal ([Operations Manual, III-12.2](#)).

Third-year Reappointment Review

The faculty member receives a comprehensive review that covers the entire period since the initial appointment. University policy states that this review will “take into account the faculty member’s proven teaching effectiveness and research productivity and potential. It also should include an evaluation of departmental, collegiate, and University educational goals and include a determination of the likely role of the faculty member in achieving such goals” ([Operations Manual, III-10.1a\(4\)\(b\)](#)). The review addresses the question, “Is this individual making appropriate progress toward a tenure review that might have positive results?”

The review report addresses the criteria of the department, the College and the University (see the [Operations Manual, III-10.4](#)) for promotion to associate professor. It provides informative and useful evaluation of progress made to date and describes work that remains before the candidate reaches tenure review. The report also offers advice on how to improve any areas of deficit or how to prioritize activities. The DEO or the chair of the review committee discusses the report with the faculty member under review.

A recommendation to renew the contract through the year the tenure decision is due (ordinarily an additional three years) should be based on an unqualifiedly positive assessment. If the third-year review conveys serious concerns or reservations, the department should recommend non-renewal of the contract. If the Dean and the Provost approve such a recommendation, the faculty member would receive a notice of non-renewal from the Dean and a one-year terminal appointment.

The DEO transmits the review materials, including an updated CV, to the Dean’s Office no later than March 31, with the department’s recommendation for renewal or non-renewal of the contract.

The Dean and Associate Dean for Faculty Affairs of the College discuss these materials and then transmit them to the Office of the Provost with the College's recommendation on contract renewal. The Dean may also write a response to the review, addressed to the DEO, concerning issues raised in the review. The DEO would discuss this letter with the faculty member, and the Dean's Office would include the letter with the materials forwarded to the Office of the Provost.

Fourth-year and Fifth-year Reviews

In each year after the third-year contract renewal, the faculty member receives a review that concentrates on the previous year's activities and assesses what progress is essential in preparation for the tenure review. During the fifth-year review, the department should begin planning for the tenure review the following fall, including consideration of potential external referees.

Sixth-year Tenure Review

The faculty member undergoes a comprehensive review of teaching, scholarship or creative work, and service from the time of the initial appointment as set forth in the Promotion and Tenure Guidelines.

Exceptions to the Six-year Tenure Timetable

Ordinarily the annual review of probationary faculty in the College of Public Health follows the six-year timetable. However, a faculty member may ask for an early review for promotion and/or tenure, or a shorter timetable may have been specified in the offer of appointment. Exceptions to the six-year timetable are described in this section.

Faculty First Appointed at Mid-year

For a faculty member first appointed at mid-year, the tenure timetable begins at the start of the next academic year. The DEO must submit an evaluation of teaching during the first semester of appointment and an assessment of communication competence (see "[Oral Communication Competence of Instructional Staff.](#)" [Operations Manual III-13.1](#)).

Extensions of the Probationary Period

A faculty member who qualifies for an extended probationary period submits a request for extension to the DEO, who forwards it to the Dean's Office with his or

her recommendation. Upon approval by the Dean, the extension request is sent to the Executive Vice President and Provost for approval.

A request for an extended probationary period that reaches the Office of the Provost by July 1 will affect the probationary review conducted during the subsequent academic year. For example, an extension requested in the summer following the second year of the standard six-year probationary period would delay the third-year contract-renewal review by one year.

An extension does not change the normal criteria for a tenurable record, nor does it imply that the faculty member will be held to a standard higher than the one he or she would have had to meet if the tenure decision had been made in the year when it was originally scheduled. On the other hand, an extension of the probationary period does not guarantee that the faculty member's contract will be extended through the year in which the tenure decision is due.

Grounds for Extension

New Parent Responsibilities. The University policy states that for each minor child newly added to the family of a probationary faculty member (e.g., biological, adopted, stepchild, or by guardianship) during the probationary period or within two years prior to the initial appointment, the probationary period shall be automatically extended by one year. The faculty member may decline any automatic extension for which the faculty member is eligible by written notification to the faculty member's DEO at any time prior to the academic year in which the promotion review is scheduled. If the probationary faculty member has more than two children added to the family during the probationary period or within two years prior to the initial appointment, the faculty member may request a one-year extension for each child beyond the automatic two-year extension. The request should be made in writing to the DEO, Dean, and Executive Vice President and Provost. For additional information regarding this policy see [UI Operations Manual 10.1\(4e\)](#).

Unpaid Leave without Fringe Benefits. The tenure clock stops when a faculty member takes an approved unpaid leave without fringe benefits for personal or professional reasons.

Temporary Impediment. Probationary faculty occasionally have their original tenure timetable extended because of a significant but temporary impediment to the usual patten of productivity expected of a tenure-track faculty member – for example, on account of serious illness.