

## **Review for the consideration of the renewal of an Assistant Professor's initial three-year contract**

**8/31/07**

### **Policy:**

The following is part of the Geography Department's policy on promotion and tenure approved by the faculty in 2005:

#### **A. Eligibility for Review**

1. An Assistant Professor in the third year of an initial three-year contract must be reviewed prior to a renewal of the contract. Recommendations for renewal of assistant professor appointments shall be made by a Review Committee appointed by the Chair of the Department. A decision not to renew a tenure-track appointment shall be reviewed by the entire faculty above assistant professor in rank. This review shall occur in the Spring semester of the third year. Notification of the decision must be given prior to May 31st of the third year.

### **Procedure:**

The assessment in the review will be based on evidence of substantive progress made in relationship to both research and teaching since appointment. Contributions to service will also be considered. The Criteria for Appointment, Promotion, and Tenure are listed in the Geography Department Promotion and Tenure Policy and Procedures Document.

The intent of the process noted here is for the review procedure to be as simple as possible in positive cases and to be as deliberative as possible when a negative outcome is possible. In the latter case, the Department Chair will engage all members of the Department APT Committee in assessment and advice. However, it should be further noted that the procedures described are directed toward providing advice to the Chair of the Department who shall make the final determination concerning renewal of the contract.

### **Timeline:**

Per the policy, the Assistant Professor will be reviewed in the Spring semester of their third year in the department.

- 1) The Department Chair selects the Third Year Review Committee immediately following election of the new APT Chair and in any event by the end of the Fall semester of the Assistant Professor's third year.

The Review Committee will consist of two tenured faculty members, at least one of whom will have familiarity in the Assistant Professor's research area. The faculty member serving as mentor to the Assistant Professor cannot be a member of the Review Committee, though this person will be consulted for her/his views. The Chair of the APT

Committee will also not normally serve as a member, given the role of the Chair of the APT, if there is a negative recommendation. (See Items 7 & 8)

2) The Department Chair will advise candidates (by **the last Friday** before winter break of their third year) of the fact that the review will take place, who the committee will consist of, and the departmental procedures which will be followed.

3) The Assistant Professor will provide the Departmental Chair's assistant with a review package by **February 16<sup>th</sup>** to allow time for revisions if required. If revisions are required, they will need to be completed by **March 1<sup>st</sup>**.

The review package will consist of:

- An updated and signed CV.
- Faculty Activity Reports and Action Plans for the current year and all previous years.
- A personal statement providing their own assessment of their progress so far and their future plans.
- A teaching portfolio (This will clearly be much shorter than the one needed for the tenure review, but should contain sufficient materials to reflect the progress made in your teaching so far.)

The Assistant Professor should feel free to contact their mentor for advice on how to prepare their teaching portfolio and personal statement.

4) The Review Committee will meet with the Departmental Chair prior to **March 1<sup>st</sup>** to be given their charge. The Chair of the APT Committee will be invited to attend.

5) The Review Committee will meet with the Assistant Professor at least once as part of the review process. This meeting should take place following the Assistant Professor's submission of the review package and before the Review Committee submits their recommendation to the Department Chair. The Review Committee will consider the package prepared by the Assistant Professor, their meeting with the Assistant Professor, and any insights provided by the Assistant Professor's mentor.

6) The Review Committee will send the review package and a cover letter to the Department Chair providing their recommendations by **April 1<sup>st</sup>**.

7) If the recommendation is negative and the committee is recommending that the Assistant Professor's contract not be renewed, or if the Review Committee has a split vote (one positive and one negative recommendation), the committee must contact the APT Chair, who will then organize a full APT Committee review of the package and arrange for a vote on the contract renewal. The Chair of the APT Committee will write a letter summarizing the Committee's views, which must include the vote.

The letter and vote from the full APT Committee must be provided to the Department Chair within **two weeks** of the first letter.

8) Subsequent procedures depend on the previous voting.

8.1) If the Review Committee submits a positive recommendation and the Department Chair concurs, then procedures continue as in Item 9.

8.2) If the Review Committee gives a positive recommendation and the Department Chair disagrees, then the latter will ask the Chair of the APT Committee for a review and vote from the Full APT Committee. The Department Chair will communicate with the committee orally or in writing explaining his concerns. The results of this vote accompanied by a report will be sent to the Department Chair for final decision.

8.3) If the APT Committee gives a negative recommendation following a negative recommendation from the Review Committee and the Chair concurs, then procedures continue as in Item 9.

8.4) If the APT Committee gives a negative recommendation following a negative recommendation from the Review Committee and the Department Chair disagrees, then the Department Chair will ask the APT Chair to convene a meeting of the Full APT Committee. At this meeting, the Department Chair will explain the reasons for the disagreement. The APT Committee would then have the opportunity to explain the reasons for its decision. The APT Committee could then, if it wished, take another vote or allow the original vote to stand. Any further vote must be communicated to the Department Chair within **1 week** of the first vote.

8.5) If the APT Committee gives a positive recommendation following the negative recommendation of the Review Committee and the Chair concurs, then procedures continue as in Item 9.

8.6) If the APT gives a positive recommendation following the negative recommendation of the Review Committee and the Department Chair disagrees, then procedures for consultation with the APT Committee will be conducted in the same way as in Item 8.4.

9) The Department Chair having followed the above procedures will make his/her own decision about whether to renew the contract or not. The final decision rests with the Chair.

10) The Chair will send a letter to the Assistant Professor by **May 31<sup>st</sup>** letting him/her know of the decision. The letter will be copied to the Dean's office through the Senior Associate Dean and copied to the Department APT Chair and the Review Committee Chair. The Chair will communicate the substance of the Review Committee's report to the Assistant Professor.

Figure summarizing the decision-making process for the 3<sup>rd</sup> Year review

