

Tenure, Promotion, & Reappointment Review

Information for Reviewers



Reviewers

- Include members of
 - Unit committees,
 - College/Inter-school committees, as well as
 - Chairs, and
 - Deans



Be Familiar with

- The *Schedule of administrative deadlines*, which
 - has important dates for faculty, supervisors, committees, and involved offices.
 - is organized by type of review as well as reviewer roles (2nd worksheet).
 - is updated annually, typically midway through spring semester.



Google Folders

- Continue to be used for reviews.
- There are folders for the 7 types of reviews.
 - Interim reviews
 - Major reviews
 - Tenure and/or promotion reviews
 - ITF reviews
 - ITF promotions
 - 1st year reviews
 - Reappointment (adjunct, affiliated, and research faculty as well as instructors)
- Each type of review should then have a subfolder for each person undergoing that type of review



Google Folders, continued

- Reviewers will have view access to materials.
- Files will be moved to the next level of review based on the Schedule of Administrative Deadlines.
 - If a review is completed early, please work with your departmental coordinator or college admin to have the folders moved to the next level for review.
 - If an extension has been approved by the next level reviewer, please work with your departmental coordinator or college admin to ensure folders are not prematurely moved to the next level for review.
- Departmental coordinators and college admins have edit access.
 - This is required to upload files and move folders.



Faculty Activity Report (FAR)

- Date range for report should be the current academic year.
 - This is required to pull the appropriate history embedded in the report.
- FAR is a form.
- Narrative fields
 - Provide additional context
 - Not all faculty will use all fields.
 - However, if information is entered, it should be considered.
 - Annual Faculty Narrative is a concluding statement.



Faculty Activity Report (FAR), continued

- COVID Impact Statement is part of each person's FAR.
 - Included in the faculty narrative section.
- Reviewers should read the [COVID Impact Statement Evaluation Guidance](#).
- As a reminder, reviewers should evaluate a faculty member's work based on quality and its impact on the field, not simply on the quantity of work.
 - Additionally, the time to tenure and promotion must not be a consideration.
 - Tenure extensions have been granted for a variety of valid reasons, which do not require any further assessments of validity by reviewers.



Thank You!

**Feel free to provide feedback to HR
or the provost's office at any point
during the process.**

