

## **Administrative Policy on Annual Tenure Review**

**Version Date: June 17, 2011**

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### **Purpose**

The purpose of this administrative policy is to outline the processes by which annual tenure review meetings will occur in the College.

### **Background**

Annual tenure review is an important part of the pre-tenure evaluation. This process involves a “summative peer review” conducted by each pre-tenure candidate’s department, as identified in College policy. This review typically occurs in the May/June timeframe. In that process, the department chair coordinates the summative peer review and writes an annual tenure review letter that indicates whether the candidate is making satisfactory or unsatisfactory progress towards tenure. In addition, College policy requires a meeting to be held before the end of the summer among the chair, the candidate, and the dean. This policy is aimed at providing a consistent evaluation process for annual tenure review with respect to the interactions of the dean, the chair, and the candidate.

### **Process**

The following process will be followed with respect to the annual tenure review upon completion of the summative peer review by each department:

1. The department chair sends a draft of the annual tenure review letter to the dean and to the candidate. The document should clearly indicate that the letter is a “DRAFT” either via the use of a watermark or other indicator. The candidate should know explicitly that the letter is a draft for discussion at the annual tenure review meeting, and may be changed before or after that meeting prior to finalization.
2. Along with the letter, the department chair should also send a copy of the candidate’s CV to the dean.
3. Upon receipt of the draft annual tenure review letter, the dean may request a meeting with the chair in order to discuss the review.
4. By June 15 of each year, the dean’s office will provide the chairs a list of available and preferred dates during the summer in which annual tenure review meetings can be scheduled.
5. By June 30, the chair will coordinate with the candidate and the dean’s office to schedule the annual tenure review meeting. These meetings will typically be scheduled for 30 minutes. However, chairs may wish to schedule longer meetings for certain situations.

6. Before the 10<sup>th</sup> week of the summer quarter (per College policy), the dean, the chair, and the candidate meet. A typical meeting will include discussion of the annual tenure review letter, led by the chair, and with the candidate allowed to respond, comment, or clarify any items in the letter. The dean's role in the meeting is to provide perspectives from the dean's office on the candidate's progress towards tenure.
7. Within two weeks after the meeting, the chair will finalize the annual tenure review letter, sign it, and send to the dean for signature.
8. Within three weeks after receiving the annual tenure review letter, the dean will sign the letter and send the original to the candidate, with copies to the chair and the candidate's file. The dean may attach an addendum to the letter at his/her discretion.

### **Timeline**

This process will go into effect June 17, 2011.