

## Standard Operating Procedure for 2 and 4 Year Reviews

Updated 2/25/2019

### Overview:

Evaluation of untenured faculty at the 2 and 4-year point is an important personal and department reflective process. The educational unit administrator shall consult with the tenured faculty employees of the educational unit regarding the progress of each non-tenured faculty employee toward consideration for tenure in terms of the educational unit's expectations.

An individual who is hired with the prospect of becoming a tenured faculty employee shall be assigned duties by the educational unit administrator commensurate with making due progress toward meeting requirements for tenure. The annual performance review of each non-tenured faculty employee shall include some discussion with the educational unit administrator of the individual's progress toward consideration for tenure in terms of the educational unit's expectations ([Administrative Regulation 3:10](#)).

Progress reviews of untenured (tenure-eligible) faculty employees in their second and fourth years of probationary service is mandatory. The educational unit administrator will:

- Consult with the tenured faculty of the review candidate's unit about the individual's progress toward consideration for tenure in terms of the unit's expectations;
- Prepare a written review of the candidate's progress; and,
- Discuss the written review with the individual under review.
- The written review shall be sent to the dean of the college and a copy shall be given to the individual under review and placed in the individual's Standard Personnel File.

Below is an outline of Standard Operating Procedures with anticipated dates of completion. The reviews are internal to the Department. Given different start dates for faculty, see the table below for due dates for each step of the process.

### Process:

1. Department Chair informs faculty member about the upcoming process several months prior to end of 2- or 4-year period.
2. Faculty member submits dossier 1 week following the end of the 2- or 4-year period.

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3. All tenured faculty are invited to review the dossier and encouraged to write letters, due 1 month after the dossier is submitted.
4. If a 2- or 4-Year Review Committee is used (optional) to review the dossier, a summary letter would be due to the Chair 1 month after the faculty member submits the dossier. The Committee is not provided individual faculty letters. A member of the committee is not expected to submit an individual letter of review but may do so if they choose.
5. Using the dossier, and letters submitted by faculty, and the committee recommendations (if applicable), the Chair prepares a letter and consults the Dean or his designee of the progress of the faculty member and the contents of the letter.
6. The Chair meets with the faculty member within 1 week and the faculty member is asked to sign the review as an indication that the meeting has been held.
7. The letter, signed by the faculty member and Chair, is copied. The original is placed in the standard personnel file in the Dean's Office. The faculty member receives a copy. The Chair may make a copy for Department records.

End Date	Chair Contact Faculty	Dossier Due	Tenured Faculty Review	Review Committee (optional)	Chair Letter	Faculty & Chair Meeting	Letter filed in SPF
6/30/19	3/11/19	7/8/19	8/9/19	8/9/19	8/23/19	8/30/19	9/3/19
7/31/19	4/1/19	8/23/19	9/23/19	9/20/19	9/27/19	10/4/19	10/11/19
12/31/19	8/16/19	1/10/20	2/10/20	2/10/20	2/21/19	2/28/20	3/6/20