



## COMMON ELEMENTS FOR CONDUCTING FORMAL ASSESSMENT OF PROGRESS TOWARD PROMOTION AND TENURE (P&T) IN THE ANNUAL PERFORMANCE REVIEW

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**Authors:** College of Humanities Dean's Advisory Committee

### INTRODUCTION

Below are outlined the common elements annual performance reviews will use in addressing the formal assessment of progress toward promotion and tenure and continuing status for tenure-eligible faculty who are on the 3/6 year review cycle. All College of Humanities units must take into account these College of Humanities common elements when conducting annual performance reviews for such faculty and must make sure that unit-level annual performance reviews are in compliance with the university-level policy on promotion and tenure and continuing status reviews and College of Humanities policy.

### COLLEGE OF HUMANITIES COMMON ELEMENTS FOR THE PROMOTION AND TENURE/CONTINUING STATUS COMPONENT OF THE ANNUAL PERFORMANCE REVIEWS FOR TENURE-ELIGIBLE FACULTY

#### 1. DIFFERENTIATION BETWEEN ANNUAL PERFORMANCE REVIEW AND PROMOTION AND TENURE/CONTINUING STATUS COMPONENT OF THE ANNUAL PERFORMANCE REVIEW

1.1. Annual performance reviews are conducted each year for the period of time since the candidate's initial appointment to a tenure-track/continuing status faculty position at the University of Arizona. The goal is to review performance in rank for teaching, research, and service.

1.2. The new promotion and tenure/continuing status evaluative component of annual performance review is designed to assess a tenure-eligible faculty member's progress toward tenure and provide feedback to the tenure/continuing status candidate. This component assesses the extent to which candidates for promotion and tenure/continuing status are producing research, teaching, and participating in service at levels that are likely to result in satisfactory progress toward promotion and tenure/continuing status. Its goal is to provide probationary faculty with annual, consistent, and sufficient feedback on his or her progress in teaching, research, and service.

UHAP 3.10.2 says, "Annual performance reviews shall be taken into account as part of the promotion and tenure process, but such evaluations are not determinative on promotion and tenure issues. Satisfactory ratings in the annual performance reviews do not necessarily indicate successful progress toward promotion and tenure." (Faculty Senate 2003)

#### 2. WHO MAY PARTICIPATE IN THE ASSESSMENT COMPONENT OF PROGRESS TOWARD PROMOTION AND TENURE/CONTINUING STATUS

2.1. For promotion and tenure-eligible faculty, only faculty members who hold tenured positions at a rank superior to the candidate may participate in these reviews. This means that assistant professors, lecturers, non-continuing academic professionals, graduate students and classified staff may not participate.

2.2. College of Humanities units must insure that the progress toward promotion and tenure/continuing status review is conducted by a committee of at least three eligible faculty members, and then reviewed by the unit head. The unit's annual performance review committee, minus ineligible members, may be used for this purpose. Should there be a year in which a unit does not have sufficient eligible faculty members the unit head should consult with the dean to devise alternatives.

### 3. PROCESS FOR ARRIVING AT OVERALL ASSESSMENT

3.1. Tenure-eligible candidates should provide all materials required for the promotion and tenure/continuing status component of the annual performance review. The college specifies that materials should include a one-to-two-page summary of the candidate's research, teaching, and service progress for that year, as well as teaching evaluations and copies of relevant publications if these are not already included in the annual performance review materials. Units may create additional or more detailed guidelines regarding supporting materials to supplement those provided here.

3.2. The committee that reviews the promotion and tenure/continuing status component should assess the candidate's overall progress towards promotion and tenure/continuing status in that year, as measured by College of Humanities and unit-level written promotion and tenure/continuing status criteria. The committee will forward to the head a written evaluation of the candidate's progress in each of the three areas of teaching, research, and service.

### 4. PROCESS FOR DISCUSSION WITH CANDIDATE

4.1. Taking into account the committee's evaluation, the unit head will convey to the candidate in writing no later than April 15 of each year the annual progress toward promotion and tenure/continuing status assessment. The unit head will also schedule a meeting with each probationary faculty member to discuss the outcome of the assessment and, if necessary, discuss needed changes to the candidate research, teaching, or service efforts.

### 5. IN THE CASE OF UNSATISFACTORY PROGRESS TOWARD PROMOTION & TENURE/CONTINUING STATUS

5.1 In the event that the annual progress toward promotion and tenure/continuing status review results in an assessment of unsatisfactory progress in any area, the unit head and the candidate shall develop and sign a written plan for improvement in the unsatisfactory area(s), with guidelines for improvement. The plan must be forwarded to the College of Humanities dean by May 15 of each year. In addition, the plan will become part of the materials that the candidate submits each year for the annual performance review component concerning assessment of and progress toward promotion and tenure.

### 6. THIRD-YEAR ANNUAL PERFORMANCE REVIEWS

6.1 Any candidate undergoing a third year probationary review is exempt from undergoing the promotion and tenure/continuing status component of the annual performance review that year.

In order to bring the College of Humanities *Procedures for the Annual Performance Review and Post-tenure Review* document and Item 1.1 of this document into alignment, the following sentence will be added to the procedures documents as Section 4.3 as Item 4.3.2.

6.2 For tenure-track faculty with less than five years of service at the University of Arizona, the period covered by the review shall commence with the date of the candidate's initial appointment to a tenure-track/continuing status faculty position at the university.