

## FIRST DRAFT

### College of Engineering Guidelines for Extended Reviews of Tenured Faculty (*faculty approval required per AC40*)

In accordance with Policy [AC40](#), tenured faculty members in the College of Engineering will be evaluated with an extended review every fifth year after the most recent promotion or date of hire. The extended reviews will be conducted as a supplement (not substitute) to the annual reviews, either concurrently or at a separate time, depending on department preference.

**Exceptions:** The five-year review period can be extended by a year for a one-semester or longer personal or medical leave during the review period or during the semester of the review, at the request of the faculty member. The extended review can also be postponed for one year if it would occur during a semester when the faculty member is on sabbatical; however, an annual review must be completed. Extended reviews are not conducted for faculty members who have submitted their intent to retire or depart from the University or who are in a phased retirement agreement. Permission from the Dean is required for other exceptions.

**For Associate Professors:** Current College of Engineering promotion and tenure guidelines require periodic reviews to assess readiness for promotion. Departments should schedule the first extended review to be contemporaneous with the first promotion readiness review, and then conduct subsequent extended reviews every fourth or fifth year until promotion review, avoiding adding review intervals to the promotion and tenure guideline requirements:

While time-in-rank is not a criterion for promotion to professor, by the fourth year post tenure, and with the knowledge and consent of the faculty member, a department or school committee comprised of professors should review the teaching, research and service records of tenured associate professors and make a recommendation to the department head or school director regarding possible consideration for promotion to professor in the fifth-year post-tenure. The recommendation is advisory. Such review should be conducted every two years. The committee need not constitute the entire department or school Promotion and Tenure committee who may be reviewing the case during the next review cycle. Faculty may opt out of the biennial reviews by notifying their department head or school director, and the dean of engineering. They may opt back in by notifying the same.

**For Distinguished and Endowed Professors and Chairs:** The schedule for extended review years may be aligned with the required reviews for those positions (typically also every five years), as many of the needed materials are similar. If this scheduling alignment occurs, the extended review memo should be supplemented with the administrator's recommendation regarding renewal of the professorship or chair by that requested deadline.

**Requirement for Peer Review:** AC40 requires that the extended review process include peer review. In the College of Engineering, this will consist, at minimum, of one peer review of teaching during the review period. For associate professors, when appropriate, it will also include the input to the administrator from the promotion readiness review committee.

**Faculty Submission of Materials:** To provide adequate preparation time, AC40 states that faculty members should be given notice at least two semesters in advance of the submission deadline. In the College of Engineering, it is recommended that this occur at the time of the prior year's annual review. The materials for the extended review should include:

- The Activity Insight report "Five-Year Extended Report." While it is preferable to generate this report/dossier through Activity Insight, the template can also be requested from the College Faculty Affairs Administrative Coordinator. This report includes the entries from the past five years. (As a substitute for the dossier portion of the report, the self-reports of activity for each of the five annual reviews can be provided by the faculty member.)
- The "Five-Year Extended Report" also includes a narrative statement, limited to three pages (approximately 1500 words). The narrative statement should include:
  - A statement of past accomplishments since the most recent extended review or promotion (one-page maximum recommended)
  - Long-term professional development goals and five-year objectives and plans in the context of these goals (two-page maximum suggested)
- Up-to-date curriculum vitae
- The sabbatical report if a sabbatical has occurred during the five-year review period
- The narrative statement and summary memo/letter from the prior extended review, if applicable

**Consultation:** For faculty holding joint appointments (with a budgetary obligation from the secondary unit), the administrator must consult with the secondary unit administrator(s). This consultation may take the form of an evaluation memo. If the consultation occurs via conversation, a memo from the secondary administrator(s) acknowledging that consultation occurred will suffice.

**Extended Review Meeting:** The extended review process must also involve a one-on-one discussion with the department or school head or director of their primary appointment. Utilizing the submitted materials, the one-on-one discussion should focus on the faculty member's five-year accomplishments, long-term goals and five-year objectives, and on any obstacles or needed assistance to achieving those goals and objectives. For associate professors, the discussions should generally emphasize readiness for promotion review. These meetings can help identify needed resources or support to re-energize a faculty member, provide indications of potential impending retention issues, and provide an opportunity for self-evaluation and assessment of the next steps or phase in a faculty member's career.

**Written Documentation:** AC40 requires that written documentation of the extended review be provided to the faculty member by the end of the academic year in which the review was conducted. In the College of Engineering, this should be a summary memo signed by both the administrator and the faculty member. The faculty member may also provide a response to the administrator's summary memo. A copy of the signed memo (and response, if provided) should be forwarded to the Faculty Affairs Administrative Coordinator by June 15.