

**COLLEGE OF AGRICULTURAL SCIENCES  
PROCEDURES FOR INTERIM TENURE REVIEWS**

(Updated March 16, 2009)

1. The unit leader is responsible for preparing the dossier for review. The dossier is to be prepared to conform with the University guidelines as outlined in HR 23, *Promotion and Tenure Procedures and Regulations*, complete with rainbow files. See the attached Interim Tenure Dossier Preparation Guidelines. The External Letters of Assessment section is not to be completed.
2. The unit P&T committee is responsible for reviewing the dossier and preparing its statement which should include analysis of the teaching, research/creative accomplishments/scholarship and service sections of the dossier.
3. The unit leader is responsible for reviewing the unit P&T committee's statement and preparing a statement which should include analysis of the teaching, research/creative accomplishments/scholarship and service sections of the dossier. The unit leader should include constructive suggestions for improving performance (as needed).
4. The unit leader should not share the unit committee letter or his/her letter with the candidate at this time. The letters will be shared with the candidates following the deans review.
5. The unit leader should transmit the original interim tenure review material plus six copies to Kim Evancho on or before April 1, 2008. The transmittal memo should contain a recommendation on whether or not the faculty member should be continued on the tenure track.
6. The Dean will review the materials submitted and write an evaluative letter to the candidate with a copy to the unit leader. The Dean will also provide a copy of the unit's P&T committee recommendation and the unit leader's recommendation to the candidate. The Dean's letter will be included in dossiers submitted for subsequent tenure reviews.

## **Interim Tenure Dossier Preparation Guidelines**

**One** original and **six** duplicate sets must be submitted to Kim Evancho, 307 Agricultural Administration.

Each set should be in a manila folder. The tab of each folder should be marked as follows:

Candidate's name  
"Two or Four Year Tenure Review"  
"Original" or "Duplicate"

If you receive dossiers from a Commonwealth College, **do not change their format**. Place the original and each copy in a manila folder as described above. Send **all** copies received to Kim Evancho, 307 Agricultural Administration, for further review.

Do not use staples, clips, rubber bands, etc., in the dossiers.

### **ORDER OF FORMS IN DOSSIER**

*Preliminary Pages* (before the rainbow dividers):

**Promotion and Tenure Form** (GF 4.21a, 7/1/06)

**Biographical Data Form** (GF 4.21b, 2/05)

**Budget Assignment Form** (GF 4.21C, 7/1/08)

**Narrative Statement by Unit Leader** describing the candidate's duties, work assignments, etc. No more than two to three paragraphs (one page single-spaced).

**NOTE:** If the candidate has extension responsibilities, the Guidelines for the Evaluation of Faculty with Extension Appointments in the College of Agricultural Sciences should follow the unit leader's statement.

**Narrative Statement by Candidate** indicating his/her sense of his/her teaching ability and effectiveness, research, creative accomplishments and scholarship, and service to the University and the public. The candidate may place this statement at the front of the dossier, or place separate statements in the relevant sections of the dossier. The narrative should be no longer than one or two pages, with three pages being the optimal outer limit, whether they are written as a single statement at the beginning of the dossier or are divided into three parts to accompany different sections of the dossier.

## **College and Unit Criteria and Procedures for P&T**

### **Rainbow Dividers**

#### **The Scholarship of Teaching and Learning (7/1/04)**

- This section is paginated; start with A-1, in the upper right-hand corner.
- Two methods of assessment for student evaluation are required:
  - one being SRTEs;
  - the second method may be either a summary of written student evaluations; a summary of formal interviews with students at the end of the semester or a summary of exit interviews.
- Peer reviews of teaching must be included.

#### **The Scholarship of Research and Creative Accomplishments (7/1/05)**

- This section is paginated; start with B-1, in the upper right-hand corner.
- List publications/accomplishments/papers, etc. with most recent first.
- The contribution of the candidate should be clearly indicated, (e.g. principal author, supervised person who authored the work, percent of time administering the budget).

#### **Service and The Scholarship of Service to The University, Society and The Profession (7/1/07)**

- This section is paginated; start with C-1, in the upper right-hand corner.

#### **Statements of Evaluation of the Candidate by Review Committees and Administrators (7/1/08)**

- This section is paginated. Start with E-1, in the upper right-hand corner.
- If applicable, previous years' tenure evaluations, copies (not originals) may be placed in the original dossier. They should be presented in chronological order beginning with the earliest probationary reviews (two-year) through the most recent.
- The unit leader will request a letter of assessment from any administrator who shares continuing budgetary authority for the candidate. This letter will be placed immediately before the department review committee's letter and will be available before review at all review levels.

- The college will not solicit input on promotion and tenure decisions for those individuals co-funded in an inter-college consortia or institute, per the consensus of the unit leaders. Reference the minutes of the 8/23/05 unit leader meeting minutes.
- Statement of evaluation by the Unit P&T Committee must be original in the original dossier, including the signature of the committee chair and the date, and must include the names and rank of all members of the Unit P&T Committee. The committee vote must be listed (ie. 7 Yes, 0 No) in the committee evaluation. If there is a dissenting vote among the committee, the dissenting vote must be addressed in the committee evaluation.
- The current statement of evaluation by the unit leader must be original in the original dossier and must include original signature of the unit leader.

**Candidate's Statement**

Below is the University-approved wording. The statement must include the candidate's signature and the date, with the original signature appearing in the original dossier.

This will be the last item in the dossier. Do not number this page.

**I have reviewed the contents of my dossier, with the exception of confidential materials, as defined in the HR-23 Guidelines.**

\_\_\_\_\_  
**Candidate Signature**

\_\_\_\_\_  
**Date**

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**PLEASE PROOFREAD ALL MATERIALS**