

## **School of Arts and Sciences**

### **Promotion and Tenure and Third-Year Review Reporting Forms and Instructions**

During the Fall of 1993, tenured faculty of the School of Arts and Sciences agreed that an effort should be made to evaluate the dossiers of applicants for promotion and/or tenure, both quantitatively and qualitatively. Both types of assessments must consider presence and quality of supporting materials as outlined in the Faculty Handbook (p.54-60) and in the Academic Supplement (p.26).

For consistency, tenured faculty suggested that a score between 0 and 100 be assigned to each of the three areas (teaching, research and service) by an individual reviewer. Then, weighted points are to be determined for each of the three areas using the predetermined distribution of percentages for each applicant. Numerical calculations are not a part of Third-Year Reviews.

The Office of the Dean, in consultation with the School Committee, then developed reporting forms to ensure consistency and uniformity in the reporting of assessment results. Reporting forms are used in three levels of review for Promotion and Tenure and Third-Year applications. The three levels include:

1. Departmental Committee Review
2. Department Chair Review
3. School Committee Review

The Dean's Review constitutes the fourth level of assessment. The Dean determines the reporting format he will use to report the results of the dean's reviews. However, the format used includes the results of the action taken at the previous three levels as well as the dean's action. General information on the reporting instruments used in the Promotion and Tenure Process and the Third-Year Review is as follows:

#### **PROMOTION AND TENURE**

##### **1. REVIEWER'S EVALUATION WORKSHEET**

Information for the worksheet is based upon an individual reviewer's evaluation of an applicant's dossier. All sections must be completed. Not applicable (N/A) should be used only for sections that do not apply to the applicant. The reviewer's worksheet forms the basis for individual input in deliberations on the applicant's dossier. Committee deliberations may/may not result in a change in an individual's worksheet or vote.

The departmental committee members' individual worksheets must be signed, dated and submitted to the committee chair for use in compiling a summative report. The worksheets may not be shown to the applicant or used to attribute specific comments to committee members. Upon completion of the summative report, the **confidential** worksheets must be submitted to the department chair by the departmental committee chair for the department's files.

## **2. DEPARTMENTAL COMMITTEE'S SUMMATIVE REPORT**

Information for this report should be synthesized from the individual reviews of committee members and the applicant's dossier. Comments in the rationale section of the report must not be identified with individual committee members. All sections of the confidential report must be completed. Not applicable (N/A) should be used only for sections that do not apply to the applicant.

The Departmental Committee's Report for each applicant must be given to the Department Chair for transmittal to the School Committee through the School Dean (except in the case of a chair as applicant, his/her report and individual reviews should be submitted to the School Dean for transmittal to the School Committee). Copies of the departmental reports must be retained in the files of the department and used when sharing the Committee's findings with the applicant.

## **3. CHAIR'S REPORT**

The Chair's Report is facilitated by use of an Evaluation Worksheet. The original copy of the Chair's Report must be forwarded to the School Committee (through the Office of the Dean), along with the Departmental Committee's Summative Report and the applicant's dossier. This form must be processed for each applicant under review in the department. A copy of the Chair's confidential report must remain in the files of the department along with his/her individual review worksheet.

## **4. SCHOOL COMMITTEE'S SUMMATIVE REPORT**

The School Committee's evaluation begins with the completion of individual Evaluation Worksheets. The resulting confidential Summative Report must be transmitted to the School Dean. Copies of the Reports of applicants are retained in the files of the Office of the Dean.

## **THIRD-YEAR REVIEW**

Reporting forms for the Third-Year Review do not require calculations for weighted points.

### **1. REVIEWER'S WORKSHEET**

In addition to the comments under the Reviewer's Worksheet for promotion and tenure, the worksheet for the Third-Year Review is designed to provide guidance for the applicant in a tenure-track position. Therefore, this form includes the three general review areas --teaching, research and service. The percentage weights provided by the applicant and/or the department chair for professional development in each area should guide the reviewer's assessment of the applicant's accomplishments, progress and prospects in the areas of teaching, research and service.

Narrative assessments, area ratings and overall ratings are required. The reviewer's rating of satisfactory, satisfactory/fair, fair or unsatisfactory indicates progress along the promotion and tenure continuum. The reviewer is expected to provide substantive comments to guide the applicant in future activities.

## **2. DEPARTMENTAL COMMITTEE'S SUMMATIVE REPORT**

Similar to the reporting forms for promotion and tenure, the Third-Year Review report is based upon individual reviews and committee deliberations. The report with original signatures must be given to the Departmental Chair for transmittal to the School Committee (through the Office of the Dean), along with the respective applicants' dossiers. Copies of the Departmental Committee's Summative Reports must be retained in the departmental files.

## **3. CHAIR'S REPORT**

The Chair's evaluation and resulting report for a Third-Year Review are completed in a manner similar to that for individuals (See Item 1 -- Reviewer's Worksheet). The Chair transmits his/her reports, the Departmental Committee's Summative Reports and the applicants' dossiers to the School Committee (through the Office of the Dean).

## **4. SCHOOL COMMITTEE'S SUMMATIVE REPORT**

This reporting form is similar to the Departmental Committee's Summative Report. The report must be transmitted to the School Dean. Copies of the reports of applicants are retained in the files of the Office of the Dean.

Copies of the reporting forms for Promotion and Tenure and the Third-Year Review are attached for review, along with the corresponding directions.