

1. Before the granting of tenure, review procedures shall be as follows:
  - a. By June 1, the faculty member will submit to the department chair or dean, as appropriate, a report of activities for the closing academic year. **A template for the annual activity report will be provided by the Office of the Provost.**
    - i. The report will include a self-evaluation, reflections on available student evaluations, and a discussion of priorities for the coming academic year **in regards to teaching, scholarly/professional activity and service.** The criteria used in the reports will be those for appointment, promotion and rank described in the Bylaws to Article V of the Faculty Constitution, or commensurate criteria adopted for this purpose by departments, divisions, or schools.
    - ii. Academic units are encouraged to conduct peer evaluations also.
  - b. The chair or dean will by July 15 write an annual performance review for each faculty member, which shall be based on the report described in 1.a. above **and other sources of information such as classroom visits, reviews by peers, and scholarly products.** The chair or dean will use the criteria for appointment, promotion and rank described in the Bylaws to Article V of the Faculty Constitution, or commensurate criteria adopted for this purpose by departments, divisions, or schools. The chair or dean will meet with the faculty member and discuss the report and performance review. Written and signed records of each meeting shall be made, copies of which are retained by faculty members, department chair, and dean, and submitted to the provost's office, **along with a copy of the faculty member's report and of the review by the chair or dean, by September 15.** **The faculty member may supplement the review by appending his or her own statement to the review as it is forwarded by the chair/dean to the Office of the Provost.**
  - c. The discussion (1.b above) will be specific with regard to each faculty member's strengths and weaknesses, including recommendations for improvement and an appraisal of any significant reservations about performance **including teaching, scholarly/professional activity and service.**
  - d. The first evaluation at the university shall note in writing that **a faculty member has** been informed of the conditions of employment, expectations for teaching, scholarship, and service, and the rank and tenure rules of the university.
  - e. During the third year of probationary credit leading toward tenure a comprehensive written review by the chair or dean is due February 26 in the provost's office (for those hired with credit towards tenure, see note below about the timing of the review). This will constitute the annual review for the third probationary year. The review will be generated according to the procedures described above (at 1.a-d, deadlines adjusted). The review will in addition explicitly address the advisability of retaining a faculty member based on the following:
    - i. **Evidence of the faculty member's past and current performance.** Procedures for the handling of the third-year or other subsequent comprehensive reviews shall be conducted in such a way that this review is congruent in evidence and practice with the procedures for tenure and promotion review. While each department, division, school, or unit is granted the authority and responsibility to set their own specific review guidelines (see note below), all reviews shall include consideration of the following:
      - **Materials assembled by the candidate that provide evidence of his or her performance in teaching, scholarly/professional activity and service.** Evidence will include a resume, self-assessment statement, raw course evaluation forms and statistical summaries and any other documents that may be useful. These might include copies of publications and other scholarly work, copies of syllabi and other course materials, evidence of service activities. These materials shall be distributed to department/school colleagues. These materials may also be made available to the other colleagues who have been invited to provide input about the faculty member.
      - **Letters from colleagues solicited specifically for the review process.** This should include letters from all department/school colleagues, all team-teaching colleagues, the chairs or directors of any cross-disciplinary programs in which the faculty member teaches, and any other colleagues designated by the faculty member to provide input for the review on any aspect of the faculty member's performance that he or she wishes. It is especially important to have letters from those who can provide input based on direct observation of teaching.

[Page 97 of the Faculty Handbook, 6<sup>th</sup> ed., dated February 2003, revised April 17, 2009 Faculty Assembly by the Rank and Tenure Committee, replacing page 97.]

- ii. Expectation of continued competence and/or reasonable progress toward tenure and **promotion** criteria (described in the Bylaws to Article V of the Faculty Constitution) and any applicable department, division, or school criteria.
- iii. Departmental and university projected needs, staffing, and planning.

**Notes:**

Procedures for the handling of third year and subsequent reviews shall be more explicitly developed in schools and divisions. In all cases, however, for the third year review, the review committee will include a faculty member from outside the person's unit, appointed by the provost after consultation with the dean of the unit. The role of the outside committee member shall be to provide a pan-university perspective to the review process. This person shall participate fully according to the third year review procedures of the unit. A candidate's file is due to the department/school by January 15, letters from colleagues are due to the chair/dean by February 8, and a draft comprehensive third-year review is due to the faculty member by February 18.

For faculty members who were hired with years of credit toward tenure, the timing of the third-year review shall be as follows: (1) with one year of credit toward tenure, the review shall occur in the third year of tenure eligibility (i.e. the second tenure-stream year at PLU), (2) with two years of credit towards tenure, the review shall occur in the fourth year of tenure eligibility (i.e. the second tenure-stream year at PLU), and (3) with three years of credit towards tenure, the review shall occur in the fourth year of tenure eligibility (i.e. the first tenure-stream year at PLU).

- f. During the year in which an individual is a candidate for tenure a comprehensive **review** about that person (following the Procedures of the Rank and Tenure Committee in the Faculty Handbook, item A "Consideration for Tenure") will be completed according to the timetable set by the Rank and Tenure guidelines (**see p. 105-106**). This will constitute the annual **review** for the sixth probationary year.
    - i. Copies of these statements shall be retained by the provost.
    - ii. It shall be the responsibility of the provost to provide this information to the Rank and Tenure Committee when faculty members are under consideration for promotion or tenure.
  - g. Nothing in this section precludes recourse to the university grievance procedure, described in the Bylaws to Article VI "Grievance, Disciplinary, and Dismissal Procedures" of the Faculty Constitution.
2. After the granting of tenure, continued review procedures shall be as follows:
- a. By June 1, the faculty member will submit to the department chair or dean, as appropriate, a report of activities for the closing academic year.
    - i. The report will include a self-evaluation, reflections on student evaluations, and a discussion of priorities for the coming academic year **in regards to teaching, scholar/professional activity and service**. The criteria used in the reports will be those for appointment, promotion, and rank described in the Bylaws to Article V of the Faculty Constitution, or commensurate criteria adopted for this purpose by departments, divisions, or schools.
    - ii. Where applicable, the report will describe an individual's plan for sabbatical leave or other self-improvement. (See "Sabbatical, Regular, and Special Leaves of Absence" in the Faculty Handbook.)
  - b. Each **fourth** year after achievement of tenure, the **chair or dean** will complete a **comprehensive** review according to the procedures described in (1.e) above, focusing on **the faculty member's performance in the years since the last such review and progress toward promotion**. This review should take into consideration the previous self-evaluations and reviews. The chair or dean will meet with the faculty member and discuss the written review. The report along with the review by the chair or dean shall be due September 15 in the provost's office.
3. For those faculty members who achieve the rank of professor, or have been tenured for eight years, continued review procedures shall be as follows:
- a. By June 1, the faculty member will submit to the department chair or dean, as appropriate, a report of activities for the closing academic year.

[Page 98 of the Faculty Handbook, 6<sup>th</sup> ed., dated February 2003, revised April 17, 2009 Faculty Assembly by the Rank and Tenure Committee, replacing page 98.]

- i. The report will include a self-evaluation, reflections on available student evaluations, and a discussion of priorities for the coming academic year in regards to teaching, scholarly/professional activity and service. The criteria used in the reports will be those for appointment, promotion and rank described in the Bylaws to Article V of the Faculty Constitution, or commensurate criteria adopted for this purpose by departments, divisions, or schools.
  - ii. Where applicable, the report will describe an individual's plan for sabbatical leave or other self-improvement. (See —Sabbatical, Regular, and Special Leaves of Absence in the Faculty Handbook.)
- b. Each fifth year the chair or dean will complete a comprehensive review according to the procedures described in (1.e) above, focusing on the years since the last review. The chair or dean will meet with the faculty member and discuss the written review. The report along with the review by the chair or dean shall be due September 15 in the provost's office.

These procedures for faculty review are not the procedures for censure or dismissal, which are dealt with separately in the Faculty Handbook (Bylaws to Article VI of the Faculty Constitution and C. below).

The faculty has recommended that the provost provide to the Rank and Tenure Committee such information on any tenured faculty member being considered for dismissal, and that the provost obtain the early and continuing advice of the Rank and Tenure Committee in such cases. Any such role of the Rank and Tenure Committee precedes use of the more formal mechanisms for conciliation or dismissal that are provided in the Faculty Constitution and Bylaws.

The procedures above are summarized in the following calendar:

	Due Feb 18/ Feb 26*	Due Jun 1	Due Jul 15/ Sept 15*	Due on 3rd Monday of September
Before Tenure	Third-Year Review (faculty member's files due Jan 15)	Annual <b>activity</b> report and self evaluation	Annual Review	Sixth-Year Tenure Review
After Tenure		+Annual <b>activity</b> report and self evaluation	<b>Four Year</b> Reviews	
After Promotion to Professor or after 8 years as a tenured faculty member		+Annual <b>activity</b> report and self evaluation	<b>Five-Year</b> Reviews	

\*The first date is when the draft review is due to the faculty member. The second date is when the final review is due in the Provost's Office.

+Chairs and/or deans receive this, but do not write a review.

[For guidelines on conducting these reviews, consult the Provost's Office homepage under —Academic Policies and Guidelines.]