

College of Natural Sciences
Procedure for Pre-Tenure Third Year Reviews
Adopted March 13, 2023

For faculty who come to PLU with no previous credit toward tenure, reviews will be conducted during the third tenure-stream year. For faculty members who were hired with years of credit toward tenure, the timing of the third-year review shall be as follows:

- With one year of credit toward tenure, the review shall take place in the third year of tenure eligibility (i.e., the second tenure-stream year at PLU)
- With two years of credit toward tenure, the review shall occur in the fourth year of tenure eligibility (i.e., the second tenure-stream year at PLU), and
- With three years of credit toward tenure, the review shall occur in the fourth year of tenure eligibility (i.e., the first tenure-stream year at PLU).

Note: All deadlines in this document that fall on a weekend should be moved to the business day preceding the deadline.

Appointment of an External Reviewer:

- **By October 15th**, the chair should submit a list of recommendations, after consultation with the candidate, for an external reviewer to the dean.
- The dean will then consult with the provost, who will appoint the external reviewer **by November 1st**.
- Because the role of the external reviewer shall be to provide a pan-university perspective to the review process, this person should be a PLU faculty member from outside of the College of Natural Sciences. An ideal external reviewer should have understanding of the rank and tenure process.

Solicitation of Letters from Colleagues:

- **By November 1st**, letters from colleagues, specifically for the review process, are to be solicited by the department chair. These should include letters from all departmental colleagues, all team-teaching colleagues, and the chairs or directors of any cross-disciplinary programs in which the candidate teaches. It is especially important to have letters from those who can provide input based on direct observation of teaching. All College colleagues will also be invited to write letters, but are not required to do so. Letters from colleagues should be 1-5 pages in length.
- The candidate may designate other colleagues (including individuals outside of PLU) to provide input for the review on any aspect of the candidate's performance that they wish. If the candidate chooses this route, they should provide to the department chair a list of names, including contact information, **by November 1st**.

Composition and Availability of the Candidate's File:

The candidate's file providing evidence of past and current performance is due in an electronic format to the department and any other colleagues who have been invited to provide input about the candidate **by January 15th**. This file is to be used solely for the purpose of providing background information for letter writers in the third year review process. This file is strictly confidential. The file should include each of the following:

1. Curriculum vitae
2. Self-assessment statement: maximum of 20 pages
3. Teaching and course feedback forms and summary reports
4. Annual activity reports: eFARs and self-assessments; annual reviews
5. Other useful documents include, but are not limited to, copies of publications and other scholarly work, copies of selected syllabi and other course materials, and/or evidence of service activities.

Colleague Feedback:

By February 8th, colleague letters are due to the chair and the dean. Colleagues invited to provide feedback about the candidate should arrange with the candidate to visit classes prior to this date.

Writing and Submitting the Final Review:

- **Between February 8th and February 18th**, the department chair will draft a review, synthesizing information from the various materials (e.g., colleagues' letters, yearly eFARs and self-assessments, annual reviews, teaching and course feedback forms, personal observations of teaching, scholarship, and service, etc.) and providing feedback on the candidate's strengths and areas for improvement. The department chair will also consider any departmental or college documents articulating disciplinary expectations for teaching, scholarship, and/or service. The dean will review and consult with the chair to ensure that the review accurately reflects those materials.
- **By February 18th**, the department chair will give a draft of the final review to the candidate.
- **Between February 18th and February 26th**, if the candidate is in disagreement with the contents of the review, they may meet with both the chair and the dean to discuss points of disagreement.
- **By February 26th**, the department chair will sign the final review. The candidate will also sign the final review, indicating receipt but not necessarily agreement. If the candidate is in disagreement, they will have the ability to articulate this in writing at this time. Copies of the signed review will be sent to the dean and provost.
- The chair should keep supporting documents related to the review for six months, after which the letters should be destroyed.

Guidelines for Self-Assessment:

- Should speak to the criteria for tenure and promotion as provided in the Faculty Handbook
 - Organize by the criteria
 - Use bold to highlight criteria language
 - Provide explicit examples for each criterion
- Consider reviewing examples of other self-assessments
- Consider having one or more colleagues outside of your unit review your self-assessment
- Should not exceed 20 pages

Guidelines for Letter from Colleague:

- Should speak to the criteria for tenure and promotion as provided in the Faculty Handbook
 - Organize by the criteria, only speak to the criteria
 - Please [avoid bias](#) in letter writing
 - Use bold to highlight criteria language
 - Provide explicit examples for each criterion
- Should be 1-5 pages, not to exceed 5 pages

Candidate Review Timeline:

(assumes no credit towards tenure and promotion; needs to be adjusted accordingly if credit is granted)

Candidate's 1st Year:

- The chair introduces the candidate to the 3rd year review process.
- By **June 1st** at the end of 1st year, the candidate will complete an eFAR and submit a self-assessment to the chair.
- By **July 15th** at the end of 1st year, the chair will write an annual performance review of the candidate and share with the candidate.
- Following conversation between the chair and the candidate, the performance review will be signed by both and submitted to the dean and provost by **September 15th** (beginning of the second year). The candidate may supplement the review by adding their own statement which will also be submitted at this time.

Candidate's 2nd Year:

- During the Spring of the candidate's 2nd year, the chair reminds the candidate of the 3rd year review process.
- By **June 1st** at the end of 2nd year, the candidate will complete an eFAR and submit a self-assessment to the chair.
- By **July 15th** at the end of 2nd year, the chair will write an annual performance review of the candidate and share with the candidate.
- Following conversation between the chair and the candidate, the performance review will be signed by both and submitted to the dean and provost by **September 15th** (beginning of the third year). The candidate may supplement the review by adding their own statement which will also be submitted at this time.

Candidate's Third Year:

- During **September** of the 3rd year, the chair reminds the candidate of the 3rd year review process, asking the candidate to begin compiling a short (2-3) list of possible names for an external reviewer.

During this time, the chair also reminds the department about the candidate's upcoming third year review and encourages colleagues to attend the candidate's classes.

- By **October 15th**, the chair submits a list of recommendations, after consultation with the candidate, for an external reviewer to the dean.
- By **November 1st**, the provost in consultation with the dean will appoint an external reviewer.
- By **January 15th**, the candidate will share their file in an electronic format to the department and any other colleagues who have been invited to provide input about the candidate.
- **February 8th** is the last day for reviewers to visit the candidate's classes; colleague letters are due to the chair and the dean by this date.
- Between **February 8th-18th**, the chair will draft a review based upon the materials submitted. The dean will review and consult with the chair to ensure that the review accurately reflects those materials.
- By **February 18th**, the chair will give a draft of the final review to the candidate.
- Between **February 18th-26th**, if the candidate is in disagreement with the contents of the review, they may meet with both the chair and the dean to discuss points of disagreement.
- By **February 26th**, the department chair will sign the final review. The candidate will also sign the final review, indicating receipt but not necessarily agreement. If the candidate is in disagreement, they will have the ability to articulate this in writing at this time. Copies of the signed review will be sent to the dean and provost.