

December 22, 2008

TO: Executive Officers, Associate and Assistant Officers, Council of Deans

FROM: Warwick M. Bayly
Provost and Executive Vice President

SUBJECT: Third-Year Review/Progress Toward Tenure Review

Please share these instructions with your chairs/directors, and ask that they distribute copies to all of those people for whom third-year review is required. This distribution is important to prevent misunderstandings about the third-year review process and the yearly review of faculty progress toward tenure.

THIRD-YEAR REVIEW

The third-year review occurs during the third-year of service for faculty newly hired into a tenure-track position with no credit toward tenure. For those faculty members hired with credit toward tenure, the year of the formal tenure progress review should have been negotiated at the time of employment. In any case, this major review for untenured faculty should be scheduled during the spring and submitted according to the third-year review deadline and criteria.

A copy of the form to be completed by the chair and by the dean and chancellors where applicable, for the third-year tenure progress review, is attached along with copies of procedures for the review and the advisory ballot to be completed by each tenured faculty member in a given tenure unit. It should be noted that this ballot is advisory, not a simple vote for or against continued appointment for the tenure candidate. Thus each advisory ballot must include a justification and explanation for the recommendation. If improved performance is needed, the ballot should indicate exactly what needs improvement. The chair's and dean's analyses should take into account these advisory recommendations, but should not be based simply on a frequency count of the alternative recommendations. **For faculty at locations distant from the chair, and who have a local administrator (e.g., program coordinator), that administrator should provide a performance evaluation that is available to the voting faculty prior to their vote.**

Materials should be assembled in the order indicated below in a three ring binder. The cover material should be prefaced by a table of contents. The table of contents does not need to be numbered by page. The following order is required:

Progress review form (includes dean(s) and chancellor(s) where applicable, department chair(s) and the secondary department chair(s) evaluation in the case of a joint appointment;

Current resume;

Previous Annual Reviews and Progress Towards Tenure Reviews;

Context statement written by the faculty member (limited to two pages). Statement may include expectations placed on a faculty member by circumstances extant at research stations or urban campuses, the requirement of joint appointments or other special circumstances such as commitments to student groups.

Teaching portfolio (includes goals, responsibilities, evaluations, results and appendix, or exhibits). The narrative is limited to five pages. The teaching portfolio should be presented in the approved format. Refer to the Faculty Manual, Section III: http://facsen.wsu.edu/faculty_manual/Section_III.pdf

Research and service statements (OPTIONAL). These areas are often adequately represented in the resume. However, if you would like to clarify the themes of your research and/or service activities, please provide short descriptions here;

Ballots; and

Supporting materials (for example, it is appropriate to include a statement on the faculty member's progress toward tenure from their formal mentor(s).

Third-year tenure progress reviews are due April 7, 2009. Attached is a list of faculty for whom a formal third-year tenure progress review is expected.

YEARLY PROGRESS REVIEW FOR UNTENURED FACULTY

In addition to the preparation of the third-year review materials for those individuals who meet the criteria, units should conduct the yearly evaluation of all

non-tenured faculty by the tenured faculty (Faculty Manual, Section III, http://www.wsu.edu/Faculty_Senate/FM_contents.htm). This evaluation can be conducted in an appropriate format that has been established by the tenured members of the unit (i.e., an open meeting, written evaluations, or a combination of the two). Following completion of the evaluations, the chair, or equivalent, should meet with the non-tenured faculty member, discuss results and implications, and review progress toward tenure in light of departmental criteria. A written summary of the discussion, signed by the non-tenured member and the chair, or equivalent, should be prepared. A copy of the signed summary and any statement the non-tenured faculty member wishes to attach should be placed in the probationary faculty member's file.

C:D:PERS:ANL

1/1/08 - 12/31/08

CONFIDENTIAL THIRD-YEAR TENURE PROGRESS REVIEW
PLEASE FILL OUT FORM COMPLETELY

NAME _____ WSU ID# _____
TITLE _____
DEPARTMENT AND ADDRESS _____
YRS @ WSU _____ DEGREE _____ DEGREE YR _____ TENURE ELIGIBLE YEAR _____

FINAL ACTION					
	AREA*	CHAIR	DEAN	CHANCELLOR	PROVOST
PROGRESS SATISFACTORY					
IMPROVEMENT REQUIRED					
UNSATISFACTORY					

*Indicate numbers for each.

SUPPORT MATERIAL ATTACHED:

____ CURRENT RESUME
____ **PREVIOUS ANNUAL REVIEW AND PRETENURE REVIEWS**
____ CONTEXT STATEMENT
____ TEACHING PORTFOLIO
____ RESEARCH AND SERVICE STATEMENTS (OPTIONAL)
____ BALLOTS OF TENURED FACULTY
____ REPRINTS/CREATIVE ACCOMPLISHMENTS
____ SUPPORTING MATERIALS _____

SUMMARY OF REVIEW CRITERIA:

CHAIR'S ANALYSIS AND RECOMMENDATION:

CHAIR'S SIGNATURE _____ DATE _____

CHAIR'S NAME (TYPED) _____

DEAN'S ANALYSIS AND RECOMMENDATIONS:

CHANCELLOR'S ANALYSIS AND RECOMMENDATION:

DEAN'S SIGNATURE _____ DATE _____

CHANCELLOR'S SIGNATURE _____ DATE _____

ADMINISTRATIVE PROCEDURE FOR FORMAL THIRD-YEAR TENURE
PROGRESS REVIEW OF FACULTY WITH TENURE-TRACK APPOINTMENTS

1. All tenure track faculty members will ordinarily have a "formal third-year tenure progress review." The third-year review will occur in the spring of the third year of a tenure-track appointment for those faculty newly hired with no credit toward tenure. If credit toward tenure was given upon appointment, as specified in the employment agreement, or negotiated between the chair, the dean, and the Provost's Office, such reviews should also be scheduled for spring. Whether time spent on leave without pay is counted toward tenure and is included in determining the third-year of employment should be decided by the Provost when the leave is approved.
2. As stated in the Faculty Manual, "the tenure progress review shall be conducted by those eligible to perform final tenure evaluations, and follow similar procedures as apply to final tenure consideration, except for external professional evaluations." In the process, the following steps must be included:
 - A. For each candidate, all tenured faculty members in his/her tenure unit must have access to a file that includes all information relevant for assessment of tenure progress. After review and discussion among the faculty, each tenured faculty member in the department or unit will submit a written review, on a standard form developed for this purpose (see attachment), with comments that specifically address the strengths and weaknesses of the faculty member under review and his/her progress toward tenure. **If needs improvement is the final determination for a candidate, you must specify the area(s) that need improvement.**
 - B. After consultation with the tenured faculty, the department chair will make a recommendation to retain or not retain the faculty member. This is to be forwarded to the dean. The dean or analogous administrator will prepare a separate recommendation and forward the recommendation to the Provost, along with the completed forms prepared by the tenured faculty and the chair's recommendation. The dean or analogous administrator will then reach an agreement with the Provost on retention or nonreappointment.
 - C. After completion of the review by the provost, the provost will send the candidate a statement of the outcome. The department chair must meet with the candidate and discuss the review.
 - D. This process will be completed before the end of spring semester.
3. The third-year review should be used to convey appropriate information to nontenured faculty. Areas of strengths and weaknesses should be identified, with emphasis on encouragement and development of plans for needed improvement. Where the record is unsatisfactory, nonreappointment may be warranted. In that case, the faculty member will be removed from a tenure-track position and given a one-year terminal contract.

PLEASE COPY THE

ATTACHED PAGE

ON LIGHT YELLOW PAPER

1/1/09

CONFIDENTIAL

(Faculty should be aware that upon request, the candidate has the right, by law, to be provided the entire third-year review file, including ballots.)

THIRD-YEAR TENURE PROGRESS REVIEW FOR _____

This form is advisory regarding the candidate's progress toward tenure. It is to be completed by all tenured faculty members in the department and forwarded through their principal administrative officers to the Provost. Together with other material, the information furnished by this form will be used in evaluating the qualifications of the faculty member under review. The form will not become part of the candidate's personnel file. Information relating to assessment of the candidate is available through the department office. You are requested to review it.

You should clearly indicate, by marking the appropriate recommendation below, whether you think this person is making satisfactory progress toward tenure. All recommendations must include a justification and explanation. Written comments should provide a discussion of your recommendation, addressing the strengths and weaknesses of the candidate and assessing his or her progress toward tenure. If improvement is needed, please specify what aspect of the candidate's performance needs improvement. Include frank, objective comments concerning such matters as research and creative scholarship, teaching effectiveness, service to the institution and potential for growth.

In some circumstances, the third-year tenure progress review can lead to nonreappointment. This would occur only when performance and progress toward tenure are judged to be so unsatisfactory after review by the unit's tenured faculty, the chair, the dean, and the Provost, that there is little likelihood that the candidate will meet the criteria for tenure.

RECOMMENDATION

_____ This person is making satisfactory progress towards tenure.

_____ Some improvement in performance is required before this candidate's progress toward tenure can be considered satisfactory.

_____ The performance and progress toward tenure of this person are unsatisfactory.

COMMENTS (PLEASE TYPE OR USE VERY DARK INK)

Name (Printed/Typed)

Signature

Date