

2.2.4.1 / 2.2.4.3 Changes to Annual Review

(1) PROPOSED NEW TEXT

2.2.4 Faculty Review

2.2.4.1 Untenured Faculty (October 6, 2025)

Reviews of untenured, tenure-track faculty shall include consideration of the entire record of accomplishments in teaching, research and scholarship, and service.

Untenured, tenure-track faculty are reviewed as follows:

- The tenure review occurs during the final year of the probationary period (see section 2.2.5.5). The tenure review is also a reappointment review since the untenured faculty member's appointment ends at the end of the probationary period. See section 2.2.5 for the procedures for tenure review.
- A non-tenure reappointment review occurs during the final year of the initial appointment (see section 2.2.3). See section 2.2.7 for the procedures for reappointment review.
- An annual review is conducted during non-reappointment years, except for untenured faculty in the first year of their initial appointment or for untenured faculty who have been approved for early tenure review as described in section 2.2.6.1. See section 2.2.4.3 for the procedures for annual review.

2.2.4.3 Annual Review (October 6, 2025)

Annual reviews are conducted for all untenured, tenure-track faculty in each year except (a) the year of their tenure review, (b) the year of their reappointment review, (c) the first year of their initial appointment, and (d) in any year after they have been approved for early tenure review as described in section 2.2.6.1. The procedures for annual review are as follows.

The department chair meets individually with the untenured faculty member and advises them that there will be a performance review by the tenured faculty.

The untenured faculty member is invited to supply information and documentation to be used in this review as part of their performance review file. The chair may also supply material and share this information with the untenured faculty member. The untenured faculty member is advised of their right to include written comments regarding such materials in the performance review file.

The department chair presents to the tenured faculty the performance review files of the untenured faculty member. The department chair then meets with the tenured voting members of the department to discuss the performance and status of the untenured faculty member.

Following the department meeting, the chair summarizes in writing the department's evaluation of the untenured faculty member. The chair then meets individually with the untenured faculty member, discusses the faculty's review of their performance, and shares a copy of the written summary with them. The untenured faculty member is notified that they have the right to respond in writing to the tenured faculty's evaluation. Copies of the departmental evaluation and any written response by the untenured faculty member are placed in the untenured faculty member's file in the department.

Copies of both documents are sent to the dean, who reviews the substance and process of the evaluation process for consistency with the criteria, stated in section 2.2.1.5.

The annual review may be coordinated with salary review.

(2) PROPOSED NEW TEXT WITH MARKUP

2.2.4 Faculty Review

2.2.4.1 Untenured Faculty (October 6, 2025)

Reviews of untenured, **tenure-track** faculty shall include consideration of the entire record of accomplishments in teaching, research and scholarship, and service.

Untenured, tenure-track faculty are reviewed as follows:

- The tenure review occurs during the final year of the probationary period (see section 2.2.5.5). The tenure review is also a reappointment review since the untenured faculty member's appointment ends at the end of the probationary period. See section 2.2.5 for the procedures for tenure review.
- A non-tenure reappointment review occurs during the final year of the initial appointment (see section 2.2.3). See section 2.2.7 for the procedures for reappointment review.
- An annual review is conducted during non-reappointment years, except for untenured faculty in the first year of their initial appointment or for untenured

faculty who have been approved for early tenure review as described in section 2.2.6.1. See section 2.2.4.3 for the procedures for annual review.

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~~During a reappointment review, except when tenure is to be considered, the procedures for review are as specified in section 2.2.7. In other years when reappointment or tenure is not considered, an abbreviated review process as described below shall be followed. It may be coordinated with salary review. The department chair meets individually with each untenured faculty member in the fall semester and advises them that there will be a performance review by the tenured faculty.~~¶

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~~Untenured faculty members are invited to supply information and documentation to be used in this review as part of their performance review files. The chair may also supply material and shares this information with the untenured faculty member. The untenured faculty member is advised of their right to include written comments regarding such materials in the performance review file.~~¶

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~~The department chair presents to the tenured faculty the performance review files of the untenured members of the department. The department chair then meets with the tenured voting members of the department to discuss the performance and status of all untenured faculty.~~¶

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~~Following the department meeting, the chair summarizes in writing the department's evaluation of each untenured member. The chair then meets individually with each untenured faculty member, discusses the faculty's review of their performance, and shares a copy of the written summary with them. The untenured faculty member is notified that they have the right to respond in writing to the tenured faculty's evaluation. Copies of the departmental evaluation and any written response by the untenured faculty member are placed in the untenured faculty member's file in the department.~~¶

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~~Copies of both documents are sent to the dean, who reviews the substance and process of the evaluation process for consistency with the criteria, stated in section 2.2.1.5.~~

2.2.4.3 Annual Review (October 6, 2025)

Annual reviews are conducted for all untenured, tenure-track faculty in each year except (a) the year of their tenure review, (b) the year of their reappointment review, (c) the first year of their initial appointment, and (d) in any year after they have been approved for early tenure review as described in section 2.2.6.1. The procedures for annual review are as follows.

The department chair meets individually with the untenured faculty member and advises them that there will be a performance review by the tenured faculty.

The untenured faculty member is invited to supply information and documentation to be used in this review as part of their performance review file. The chair may also supply material and share this information with the untenured faculty member. The untenured faculty member is advised of their right to include written comments regarding such materials in the performance review file.

The department chair presents to the tenured faculty the performance review files of the untenured faculty member. The department chair then meets with the tenured voting members of the department to discuss the performance and status of the untenured faculty member.

Following the department meeting, the chair summarizes in writing the department's evaluation of the untenured faculty member. The chair then meets individually with the untenured faculty member, discusses the faculty's review of their performance, and shares a copy of the written summary with them. The untenured faculty member is notified that they have the right to respond in writing to the tenured faculty's evaluation. Copies of the departmental evaluation and any written response by the untenured faculty member are placed in the untenured faculty member's file in the department.

Copies of both documents are sent to the dean, who reviews the substance and process of the evaluation process for consistency with the criteria, stated in section 2.2.1.5.

The annual review may be coordinated with salary review.

(3) ORIGINAL TEXT

2.2.4 Faculty Review

2.2.4.1 Untenured Faculty

Reviews of untenured faculty shall include consideration of the entire record of accomplishments in teaching, research and scholarship, and service.

During a reappointment review, except when tenure is to be considered, the procedures for review are as specified in section 2.2.7. In other years when reappointment or tenure

is not considered, an abbreviated review process as described below shall be followed. It may be coordinated with salary review. The department chair meets individually with each untenured faculty member in the fall semester and advises them that there will be a performance review by the tenured faculty.

Untenured faculty members are invited to supply information and documentation to be used in this review as part of their performance review files. The chair may also supply material and shares this information with the untenured faculty member. The untenured faculty member is advised of their right to include written comments regarding such materials in the performance review file.

The department chair presents to the tenured faculty the performance review files of the untenured members of the department. The department chair then meets with the tenured voting members of the department to discuss the performance and status of all untenured faculty.

Following the department meeting, the chair summarizes in writing the department's evaluation of each untenured member. The chair then meets individually with each untenured faculty member, discusses the faculty's review of their performance, and shares a copy of the written summary with them. The untenured faculty member is notified that they have the right to respond in writing to the tenured faculty's evaluation. Copies of the departmental evaluation and any written response by the untenured faculty member are placed in the untenured faculty member's file in the department.

Copies of both documents are sent to the dean, who reviews the substance and process of the evaluation process for consistency with the criteria, stated in section 2.2.1.5.

(4) EXPLANATION FOR NEEDED CHANGE

This change addresses a few issues:

- The current text of 2.2.4.1 is somewhat confusing regarding which review type happens when.
- Annual review is currently wrapped into a more general section, 2.2.4.1, whereas other review types each have their own sections.
- Untenured, tenure-track faculty are currently required to undergo an annual review during their first year. This process starts only a few months after the faculty member starts their job, and there is very little to review at that point. There is widespread agreement that the first-year annual review should be omitted.

- When a faculty member has been approved by their department for early tenure review, it should no longer be necessary to have annual reviews. Often the annual review would start shortly after the department has voted to approve the early tenure review, which feels duplicative.
- The mention of “fall semester” is incorrect because some (in fact, most) annual reviews occur in the spring.
- The current description 2.2.4.1 uses the plural (“Untenured faculty members are invited...”, “...discuss the performance and status of all untenured faculty members”, etc.) This is inconsistent with how other reviews are described, which is in the context of one faculty member’s review.

(5) EXPLANATION FOR WHY CHANGE ADDRESSES ISSUE

- The new text clarifies which review type happens when.
- Annual review now has its own section (2.2.4.3).
- The new text removes the first-year annual review.
- After the department approves the faculty member for early tenure review, there are no more annual reviews. (Note that if the faculty member is *not* approved for early tenure review, they must still do annual reviews.)
- “in the fall semester” deleted.
- Description changed to discuss a singular faculty member.

(6) PROPOSAL HISTORY

- Larry Snyder (DPFA): proposed revision

(7) PROPOSED IMPLEMENTATION DATE

First read November 2025, second read December 2025, full faculty vote spring 2026, BoT May 2026.

(8) IMPACTS ON OTHER PARTS OF R&P

Moves annual review to a new section, 2.2.4.3. Other sections in R&P that reference the annual review should now reference 2.2.4.3 instead of 2.2.4.1.