

	<b>The College of Social and Behavioral Sciences</b>	
	<b>SBS College Conduct of Progress Toward P&amp;T/CS&amp;P Assessments in the Annual Performance Review</b>	
	Revision:	Effective:
	August 11, 2003	July 1, 2003

## Policy:

Below are outlined the common elements as to how departmental annual performance reviews will address the formal assessment on progress toward P&T/CS for probationary faculty. All SBS units must take into account these common elements when conducting annual performance reviews and must make sure that unit level annual performance reviews are in compliance with the university level policy on P&T/CS reviews and the SBS policy.

### Common Elements for the 3/6 Model

1. Dossiers for the 3<sup>rd</sup> year probationary review as well as the letter from the head/director to the candidate will be reviewed by the SBS Dean.

### 2. **Differentiation between annual performance and P&T/CS review:**

The two reviews, annual performance and progress toward P&T/CS are distinguished in the following way:

- Annual performance reviews are conducted each year for a 3 – 5 calendar year period of time. The goal is to review performance in rank for teaching, research, and service.
- The progress toward P&T/CS portion of the annual performance review assesses the extent to which candidates for P&T/CS are producing research, teaching, and participating in service at levels that are likely to result in satisfactory progress toward P&T/CS.

Note: UHAP 3.10.02 says, “satisfactory ratings in the annual performance reviews do not necessarily indicate successful progress toward promotion and tenure.”

3. **Who may participate in progress toward P&T/CS reviews:**

Only faculty members who hold tenured positions or continuing status at a rank superior to the candidate may participate in these reviews. This means that assistant professors (research scientists), lecturers, graduate students and classified staff may not participate.

SBS units should use the regular annual review committee, with **at least** two eligible faculty members, to conduct the progress toward P&T/CS then reviewed by the head. Non rank-eligible faculty should be excused or replaced.

4. **Process for discussion with candidate:**

The unit head will convey in writing **no later** than April 15 of each year the annual progress toward P&T/CS assessment. The unit head will also schedule a meeting with each probationary faculty member to discuss the outcome of the assessment and, if necessary, discuss necessary changes to the candidate research, teaching, or service efforts.

5. **Process for Arriving at Overall Assessment:**

Probationary candidates will submit all materials required under the unit's guidelines necessary for the P&T/CS review for each Annual Progress Toward P&T/CS along with the candidates' materials for the annual performance review.

For example, candidates may, if guidelines require, submit materials for review that are outside the period in rank or outside the 3-5 year review period if those materials would normally be used for the P&T/CS review.

6. **The case of Unsatisfactory Progress Toward P&T/CS:**

In the event that the annual progress toward P&T/CS review results in any unsatisfactory progress, the unit head/director, the review committee, and the candidate must co-sign a written plan for improvement. The plan must be forwarded to the SBS Dean by May 15 of each year. In addition, the plan will become part of the materials that the candidate submits each year for the Annual Progress Toward P&T/CS review.

7. Any candidate undergoing a 3<sup>rd</sup> year probationary review is exempt from undergoing an Annual Progress Toward P&T/CS in that same academic year.