


The College of Social and Behavioral Sciences

	Policy:	
	<h2>Third Year Probationary Reviews</h2>	
	Revision: 21 September 2004	Effective: 17 August 2004

Policy

The Third-year retention review is an important element in the University's program for monitoring the progress of junior faculty towards tenure or continuing status, and for providing them with timely and useful advice about areas of performance which they need to strengthen in order to present the strongest possible credentials for their mandatory tenure or continuing status review. SBS units are required to conduct these reviews during the fall term of the appropriate year, to ensure that the review is substantive, and to convey a comprehensive and candid written report to the faculty member under review. Furthermore, SBS units are also required to perform a progress toward P&T/CS&P review as part of the annual performance reviews.

Third-year retention reviews are carried out according to University policy by the unit in which the candidate holds his or her tenure or continuing-status home. Because these reviews occur at a critical juncture in the candidate's career, it is crucial that even in favorable cases the candidate receive accurate information regarding his or her prospects for tenure or continuing status in light of the record established so far, information relaying any concerns there might be regarding these prospects, and recommendations from the unit about improvements that might be advisable. In order to ensure that the unit's letter to the candidate meets these standards, the college requires that before the final letter is sent to the candidate, a packet containing the candidate's review dossier, the report of the peer committee, and the draft letter from the unit administrator be submitted to the Dean for review. Changes in the letter may be made, if warranted and mutually agreed upon, after discussions between the unit head and the Dean (or by delegation an associate dean). The packet containing the review dossier, the report of the

peer committee, and the final letter from the unit administrator must be submitted to the Dean's Office for inclusion in the candidate's personnel file.

Knowledge

In third-year reviews in which the unit recommends that the candidate not be reappointed, the candidate's dossier is reviewed by higher level reviewers in accord with University policy.