

Geography Department Tenured Faculty Review Procedure

Every five years each tenured faculty member shall be subject to a review. A review for promotion shall serve in lieu of a five year review. The review may be postponed for one year for valid reasons, such as severe illness or absence from campus on a sabbatical or leave of absence. The review may be cancelled in cases of impending retirement or resignation within two years after the scheduled review date.

The purpose of the review is three fold: (1) to provide information relative to the professional performance of the faculty member; (2) to help the faculty member to maximize his or her professional performance; and (3) to help the Department maximize its effectiveness.

The review committee shall consist of three faculty members, one appointed by the Departmental Chair, one by the Department faculty, and one by the faculty member. Both tenured and non-tenured faculty shall be represented on the committee. The committee shall select its own chair.

Research and scholarship, teaching performance, and service shall be used as the review criteria, but not necessarily in that order or with equal weighting. The mix should be that which is best for the faculty member and for the department. All pertinent information and documentation, such as publication or teaching evaluations, and an updated vita, shall be given to the committee. A statement shall be submitted by the faculty member including the following information: (1) activities in teaching, research/scholarship, and service during the past five years; (2) plans for the coming five years in these areas; (3) proposed role in the department, especially if it involves proposed changes in the balance of teaching, research, and service; (4) special needs for time, money, space, equipment, and support. Outside reviewers will not normally be necessary. The review could become formal if it appears that there might be grounds for dismissal.

The committee shall write a summary report of conclusions and recommendations. The reviewee shall receive a final copy of the committee report, and be given a chance to comment, in writing, on the report given to the Department Chair. The reviewee shall receive a copy of the Department Chair's report, and be given a chance to comment in writing. A copy of the report shall become part of the faculty member's Departmental file, a copy shall be given to the Departmental chair, and a copy shall be given to the faculty member, and to each member of the

review committee. The committee and the chair shall discuss the report with the faculty member. Copies of the Department Chair's final report shall be given to the reviewee, and each member of the review committee. A file consisting of vita, reviewee's statement of goals and activities, committee report, and Department Chair's report shall be available to the Dean. Complete files may be available to other faculty members on request, except for confidential letters and materials.

If the committee believes there is sufficient cause to initiate termination proceedings it should so recommend to the Department chair who should take appropriate action.

The reviewee shall provide the review committee with all requested materials by February 1. The committee's final report shall be forwarded to the Department Chair by April. The file is due in the Dean's office by May 1.