



## PROCEDURES FOR REVIEW OF TENURED FACULTY

The Department of Languages and Literature will conduct its annual spring semester review of tenured faculty according to the following procedures:

1. One-fifth of all tenured faculty will be reviewed each year, beginning with those who have held tenure longest, in order to date of tenure awarded.
2. Each tenured faculty member will be reviewed by an individual committee of three tenured peers, from both within the department and outside of it, who are capable of evaluating the scholarship, teaching effectiveness, and service of the faculty member under review.
3. The review committee members will not themselves be under review in the same year.
4. Where there are insufficient suitable reviewers in the same rank as the person being reviewed, reviewers from a close adjacent rank will be chosen.
5. It is desirable, but not essential, that at least one member of the review committee be in the same or closely related academic specialty as the person under review.
6. The review committee shall be chosen by the faculty member under review, in consultation with the department chair, who shall exercise great caution to assure competence, balance, and impartiality in the review committee membership.
7. In case of disagreement between the faculty member under review and the department chair over the composition of the review committee, the matter shall be referred to the dean of the college for arbitration, whose arbitration shall be binding.
8. At the conclusion of each review, the review committee shall issue a signed, written report to the department chair, after prior consultation with both the department chair and the faculty member under review.
9. The department chair shall forward a copy of the review committee's report, along with additional comments and recommendations, to the dean of the college.
10. The faculty member under review may also add additional comments in writing to be forwarded with the report and to be placed in the personnel file.