

COLLEGE GUIDELINES FOR THE REVIEW OF TENURED FACULTY COLLEGE OF PHARMACY

(Approved by the College of Pharmacy Executive Committee, September 12, 1996; College of Pharmacy Council, September 20, 1996.)

I. Preamble

The purpose of this document is to provide guidelines for the College of Pharmacy in regard to the periodic review of tenured faculty in compliance with University Regulations, Chapter III, Section 5. This review is to be conducted at the end of each five-year period subsequent to the award of tenure (as defined in section III-A of this document). Nothing in this document shall conflict with University or faculty regulations, and if such conflict should arise, it shall be resolved by supersedence of the appropriate Policies and Procedures of the University.

II. College Tenured Faculty Review Committee

- A. Membership: The committee shall be composed of a non-voting chair and one tenured full professor from each department of the college subject to the limitations noted below. Voting members shall be elected each year by regular faculty members of each department.
- B. Limitations: Only those tenured faculty members who will not be reviewed in a given year are eligible for election. Each department chair who holds tenure will be eligible for election, provided that the committee will not be evaluating faculty from that chair's department during the year.
- C. Chair: The Associate Dean for Academic Affairs shall be chair of the committee, but not a voting member. In the event the chair is undergoing review by the committee, the dean shall appoint an acting chair from among the members of the committee who shall be a voting member of the committee.
- D. Quorum: A quorum of the committee shall consist of all four of its members.

III. Action by the Review of Tenured Faculty Committee

- A. Considerations: The committee chair shall call a meeting of the committee annually during spring term to consider the review of faculty members who either:
 - 1) are completing the fifth year subsequent to the award of tenure and/or promotion,
 - or
 - 2) are completing the fifth year subsequent to their prior review as a tenured faculty member.

(Note: The above schedule will go into effect after the current backlog of reviews has been completed.)

III (continued)

- B. Notice to college faculty: Prior to the convening of the committee, the chair shall invite the college faculty to submit written comments with respect to each candidate to be considered. Lack of response by the faculty will not be considered negatively by the committee.
- C. Notice to candidate: Each faculty member undergoing review shall be given at least six weeks advance notice of the committee meeting and an opportunity to submit information the candidate desires the committee to consider.
- D. Responsibilities of the candidate: It is the responsibility of the candidate to submit to the committee chair at least one week before the committee meeting, a file which documents the recent achievements of the candidate in the three areas of teaching effectiveness, research and creative work or professional and scholarly achievement, and service (including administrative activities). Within these categories, the specific areas to be addressed are the same as those found in the college and individual department guidelines for the award of tenure.
- At a minimum, the file should contain a current vita, teaching evaluations for the last three to five years, recent publications and any other data which would indicate that the candidate has maintained competence (as defined in section E below) in all three areas noted above.
- Other information that might be provided include letters from students or recently graduated students, summary statements from grant applications and the deliberations of any prior departmental review of tenured faculty committee.
- E. Responsibilities of the committee: It will be the responsibility of the committee to evaluate each candidate's file. In its deliberations, the committee should carefully consider the recent accomplishments of the faculty member in each of the three areas noted above. Candidates who are full professors will be evaluated in terms of meeting criteria for their current rank; associate professors will be evaluated as to those measures which they will likely need to take to attain the rank of full professor, while at the same time recognizing that individual faculty members may make more valuable contributions in some areas than in others.
- F. Responsibilities of the chair: It will be the responsibility of the committee chairman to compile a report summarizing the sentiments of the committee in each case. This report will be provided to the faculty member, the relevant department chair and the dean.

IV. Desired Outcome

The overall desired outcome from these procedures is to provide a mechanism for faculty development. If, as a result of the review procedure, the person under review is deemed not to be meeting the minimum department standards required of a faculty member at the rank held, the department chair, together with the review of tenured faculty committee, shall consult with the faculty member in question and develop strategies for improvement of his/her performance. If such faculty member is the department chair, the dean will assume the role noted above for the department chair.

Nothing in these guidelines shall preclude individual college departments from conducting independent reviews of tenured faculty.