

College of Visual and Performing Arts Procedures for Pre-Tenure Review

Probationary faculty in the College of Visual and Performing Arts participate in a pre-tenure review (usually in the third probationary year) to evaluate their progress toward tenure. The pre-tenure review provides probationary faculty members feedback on their achievements and suggestions for future actions in light of the criteria for tenure at Winthrop University. The pre-tenure review is an integral part of the development of probationary faculty members.

The review is conducted by a committee of faculty peers and by the department chair. Written reports on the review are forwarded to the dean, who will meet with the faculty member to discuss the review. The reports are not a part of the official record for tenure unless the faculty member chooses to include them in his or her tenure dossier.

The pre-tenure review usually takes place in the spring semester of the third year of the faculty member's probationary period. If a faculty member is hired with one or two years' credit toward tenure, the review will take place in his or her second year of employment at Winthrop.

If a faculty member is hired with three years credit towards tenure, a pre-tenure review will ordinarily not be conducted unless the review is requested by the faculty member. All other tenure-track faculty will undergo the third year review. Application and review for promotion will not be substituted for pre-tenure review.

Procedures for pre-tenure review:

- 1) The department chair informs the faculty member of the schedule for the pre-tenure review (attached) and provides information on the criteria recommended documentation for tenure.
- 2) The department chair appoints a committee of at least three tenured faculty members, which may include faculty member(s) from outside the department.
- 3) The faculty member to be reviewed prepares documentation for the committee following the format for tenure review.
- 4) The department committee reviews the documentation according to the criteria for tenure. The committee drafts a report for the faculty member indicating the individual's progress toward tenure with specific recommendations for areas which need development. The committee also forwards copies of the report to the faculty member and to the department chair.
- 5) The department chair indicates his or her degree of concurrence with the committee's report in writing and meets with the candidate to discuss the report from the committee chair.
- 6) The written reports are forwarded to the dean, who meets with the faculty member to discuss the reports and the faculty member's progress towards tenure.

SCHEDULE FOR PRE-TENURE REVIEW

Fall

09/15 Department chair notifies faculty member that pre-tenure review will be conducted.
The dean and department personnel committee are informed of the faculty to be reviewed in that year

Spring

02/15 Documentation (portfolio) for the pre-tenure review is submitted by the faculty member to the department chair, who shares it with the committee
03/15 Committee report due to the department chair
03/31 Committee recommendation shared with faculty member.
04/17 Committee recommendation shared with Dean.
05/01 Dean and Chair discuss review and committee recommendation with faculty member.