

Full-Time Faculty Handbook for Compensation and Workload

Appendix 4.2:

Pre-Tenure Faculty Evaluation Procedures

1. Philosophy and Intent of Faculty Evaluation

This faculty evaluation process provides feedback from department peers, department administrators, and students to improve faculty performance and enhance student learning.

Faculty evaluation will recognize and respect the interdependence of the three areas of faculty job requirements: Teaching, Professional Activity & Development, and Service. For example, ongoing scholarship informs teaching practice, and community engagement may offer insights and shape the direction of teaching.

Collegiality

Collegiality will be considered across the three areas of faculty responsibility with relevant standards in teaching, professional activity, and service. Collegiality is grounded in and contributes to the maintenance of SLCC Values. Collegiality is the willingness to cooperate and perform as responsible members of the faculty body. Collegiality means sharing the common workload of the overarching goals of the department, school, and college. Collegiality requires respect for the ideas of others.

Collegiality does not mean agreement. In fact, the standard of collegiality will not infringe upon, and instead should promote, productive discussion, debate, and disagreement within the department, school, or college. This standard will be interpreted in a manner inclusive of differences in social and cultural communication norms. It will not impinge on academic freedom.

2. Faculty Evaluation Procedure

Faculty will be evaluated each year according to the procedures outlined in this document (USHE BOR Policy R481-3.14).

Pre-Tenure Probationary Period: The Pre-Tenure Probationary period is six years of full-time faculty service starting with a tenure-track appointment to the rank of assistant professor. Assistant professors are mentored through the tenure track by their academic administrator and members of their evaluation sitting committee(s).

- A maximum of three years of previous satisfactory academic service may be credited to the pre-tenure probationary period at the discretion of the Provost (or designee) upon written request and recommendation by the evaluation sitting committee with approval from the tenured members of the department faculty.

Assistant professors are evaluated each year by their evaluation sitting committees through the Tenure-Track Evaluation. This evaluation process will culminate in a Letter of Evaluation from the dean. The Letter of Evaluation will be either a Letter of Progress or a Letter of Concern.

- A Letter of Progress indicates that the faculty member is in good standing and on track to achieve tenure.

- A Letter of Concern indicates that the faculty member is not making progress towards tenure and must engage in institutional remediation requirements.

Assistant Professors proceed through the Pre-Tenure Probationary Period unless they receive a second Letter of Concern, which serves as notice of termination for Faculty Cause effective at the end of that contract year. Faculty receiving a second letter of concern may respond to the notice and request a formal hearing according to the procedures in the Academic Freedom, Professional Responsibility, and Tenure policy and procedures.

In the final year of the pre-tenure probationary period, the faculty member will apply for tenure.

- If a faculty member receives a first Letter of Concern during the final probationary year, the pre-tenure probationary period will be extended one year. This will be communicated to the faculty member in the Letter of Concern.
- The pre-tenure probationary period may be extended, interrupted, or reduced at the discretion of the Provost for Academic Affairs in collaboration with the department faculty and academic supervisor.
- The faculty may add a response to a letter of concern in their academic file. This must be one by the end of the current academic term.

Application for Tenure: Evaluation of an application for tenure is a co-occurring, yet separate, process from the tenure-track evaluation. The application for, evaluation of, and decision regarding the granting of tenure will address the entire pre-tenure probationary period.

The Tenure Decision: The decision to grant tenure is made by the President. Granting of tenure shows that the faculty member meets professional standards and is competent as a teacher, competent in the discipline, and competent as a colleague. The granting of tenure automatically includes rank advancement to Associate Professor and a 5% salary increase effective the beginning of the next academic year, July 1. In exceptional cases the Board of Trustees may grant full tenure upon recommendation of the department faculty and the President (or designee). Denial of tenure by the president serves as notice of termination for Faculty Cause effective at the end of that contract year. Faculty denied tenure may request a formal hearing as provided for in the Academic Freedom, Professional Responsibility, and Tenure policy.