

THIRD YEAR PROGRESS TOWARD TENURE REVIEW

College of Liberal Arts and Sciences

Updated Fall 2004

Review for Pre-tenure Appointments. Each department periodically should review their “Department Faculty Evaluation Plan,” as approved by the Office of the Provost. This document should be made available to all tenure-track faculty.

Faculty will receive a third year progress toward tenure review in the spring semester of their third year. A faculty member’s years of prior service (as recognized and determined by the Office of the Provost) will be counted in calculating years of service. For example, a faculty member who has been given credit by the Provost Office for one year of prior service will be reviewed in the spring semester of his/her second year at KU; a faculty member with two years of prior service will be reviewed in the spring semester of his/her first year at KU.

A faculty member **may** be exempt from the progress toward tenure review process; if he or she has received credit for three years prior service, the hiring process will be considered the progress toward tenure review.

During a progress toward tenure review, the department shall review the research, teaching, and service record of the faculty member with a view to assessing the probability of subsequent tenure and promotion in the College. The Third Year Progress Toward Tenure Review form is the correct form to use and can be found on the Provost’s Office website (<http://www.ukans.edu/~provost/forms>) along with Guidelines and Instructions. One signed original Third Year Progress Toward Tenure Review form, a letter from the chair/director addressing the faculty member’s teaching, research, and service, and a current curriculum vitae shall be forwarded to the College Office by no later than **March 1**. Outside reviews are not required for the progress toward tenure review. The College Committee on Appointments, Promotion, and Tenure (CCAPT) will review the evaluation and report the Committee’s evaluation of the faculty member to the faculty member and to the department chair/director in a letter addressed to the faculty member. After the letter has been received, the chair/director and the faculty member are to meet and discuss the evaluation. The chair/director will then notify the College Dean’s Office of the date of the Progress Toward Tenure Review discussion with the faculty member.

In addition to this progress toward tenure formal review, departments are required to make internal, annual reviews of faculty on tenure-track appointments in order to provide ongoing, constructive advice and direction to faculty seeking tenure and promotion in the College. Please refer to the “Department Faculty Evaluation Plan.”

Tenure-track faculty are entitled to sound advice and guidance concerning their prospects for promotion and tenure at the University. The progress toward tenure review should document that guidance. The CCAPT review is designed to be a check to determine whether departmental standards of evaluation and assessment of the individual are in line with those of the College and University promotion and tenure committees. Of special concern is to identify any cases in which a department judges that a tenure-track faculty member is doing well, when the CCAPT would evaluate the candidate more critically. It is far better that any such discrepancies be discovered in the tenure-track period while there is still ample time for consultation and change.