

**COLLEGE OF PHARMACY
THIRD-YEAR APPOINTMENT REVIEW FOR TENURE TRACK FACULTY
POLICY AND PROCEDURES**

PURPOSE

The purpose of this document is to outline the policy and procedures for the third year review for untenured faculty who are eligible for tenure in the College of Pharmacy. It is expected that initial appointment terms for new faculty at the rank of Assistant Professor will be for four years, followed by two year intervals until such time as the faculty member is granted tenure or provided a notice of non-renewal.

REVIEW

The Department Head will conduct an assessment of the performance of all probationary faculty in the Spring semester of the third year of their appointment, consistent with the elements outlined in the Faculty Career Development Program. This assessment should include relevant learning, discovery and engagement activities. In addition to objective data (such as teaching evaluations, publications, and extramural funding), the Head should seek input from the unit Primary Committee regarding the progress of the faculty member.

Upon completion of the evaluation, the Head shall prepare a report of their assessment that addresses the following questions:

1. Has the faculty member's teaching performance been consistent with unit expectations?
2. Has the faculty member submitted applications seeking extramural support for their research program?
3. Does the faculty member give evidence of preparation of scholarly publications?
4. Is the faculty member engaged in the overall mission of the unit and exhibit a commitment to the educational program?
5. Does the faculty member interact with other faculty, staff and students with appropriate civility so as to contribute constructively to the College environment?

A negative assessment for #4 and 5 above should be supported by documented goals to address such concerns in the annual evaluations conducted of the faculty member in the preceding years.

For approval of reappointment, it is expected that the answer to each of the above questions will be yes. If the answer to any of the above is no and the Head proposes to renew the contract, the plan for addressing the deficiency should be briefly described.

PROCEDURE FOR RENEWAL OR NON-RENEWAL

By April 15th, the Head will submit a report on each faculty in their 3rd year appointment to the Dean with a request to proceed with renewal or non-renewal notice.