

Pre-Tenure Review Calendar
College of Arts & Sciences, Library, School of Business Administration, and School of Music
2011-2012

Pre-tenure reviews may be conducted at any time deemed appropriate by the Chair, Dean/Library Director, and/or Provost, but typically are conducted in the 2nd and 4th years of pre-tenure service. Complete guidelines are available at http://www.stetson.edu/academicaffairs/media/tp_policy_8-27-10.pdf.

- January 20 Candidates submit pre-tenure review portfolios to their Department Chair (CAS, SoBA), Associate Dean (SoM), or to the appropriate supervising Librarian (hereafter referred to as "Department Chair").
- The Department Chair will circulate documentation among tenured members of the Department and will coordinate at least one meeting to discuss the candidate's progress toward meeting the standards for promotion and tenure. Additional meetings will be scheduled as needed.
- February 10 Department members submit written, signed letters of evaluation, which are not shared with the candidate, that consider the candidate's progress with explicit reference to the University and Divisional standards for promotion and tenure.
- February 27 Department Chairs share with the candidate a written summary of the departmental colleague letters, to include the Chair's own evaluation of the candidate, that makes explicit reference to the University and Divisional standards. The Department Chair's letter must culminate in one of the following recommendations to the Dean/Library Director:
- 1) Renew the candidate's tenure-track appointment;
 - 2) Renew the candidate's tenure-track appointment and recommend another review during the next academic year to address areas of weakness; or
 - 3) Discontinue the candidate's tenure-track appointment and issue a one-year terminal contract.
- March 2 Candidates may opt to respond in writing to the Chair's letter.
- March 5 The portfolio, the Chair's pre-review summary letter, the candidate's response (if applicable), and letters written by tenured departmental colleagues (that are not to be shared with the candidate) are forwarded to the Dean/Library Director for a written response. The department colleague letters will then be maintained by the Dean/Library Director and added to the tenure and promotion portfolio before the portfolio is forwarded to the College/School/Library Tenure and Promotion Committee.
- April 9 The Dean/Library Director responds in writing to the candidate's pre-tenure review. In a Fourth-Year Review, a clear assessment must be made in the Dean/Library Director's letter of the candidate's potential for success in the tenure and promotion process. If any questions emerge about the candidate's potential for success in the tenure and

promotion process, the Dean/Library Director should discuss the Pre-Tenure Review with the Department Chair and the Provost. The Dean's/Library Director's written response to the Pre-Tenure Review must culminate in one of the following recommendations to the Provost:

- 1) Renew the candidate's tenure-track appointment;
- 2) Renew the candidate's tenure-track appointment and recommend another review during the next academic year to address areas of weakness; or
- 3) Discontinue the candidate's tenure-track appointment and issue a one-year terminal contract.

April 13 Candidates may respond in writing to the Dean/Library Director's letter.

April 16 The Dean/Library Director forwards the portfolio, the Pre-Tenure Review response letter, and the candidate's response (if applicable) to the Provost.

May 4 The Provost informs candidate in writing of the personnel decision(s) resulting from the pre-tenure review. Prior to May 11, the Provost will meet with any candidate whose review results in a recommendation of termination/non-renewal of a tenure-track contract. [Note: faculty whose tenure-track contract is terminated will be offered a final one-year contract for the following academic year.]

The Provost, in consultation with the Dean/Library Director and Chair, will meet with candidates whose pre-tenure reviews reflect deficiencies in teaching and/or scholarship and/or service. These meetings will generally take place before fall classes begin.

Office of Academic Affairs: September 12, 2011