

Revised 9/29/2016

EDP Annual Faculty Review Guide

Merit Review

All faculty may be considered **annually** for merit review based on an updated CV and completion of the 3-year annual faculty record.

2nd Year Peer Teaching Observation Evaluation – Assistant Professors

A committee of three faculty will be assigned for **Assistant Professors in the 2nd year of rank** to complete a peer teaching evaluation of the faculty member consistent with guidelines.

3rd Year Review

This review is completed in the **third year** of rank for **Assistant and Associate Professors**. The review is more comprehensive than the annual merit review and should include a thorough review of the faculty dossier, including the 2nd year peer teaching evaluation. A comprehensive written evaluation of faculty progress, in addition to completion of the merit review, is completed in the 3rd year. The purpose of the 3rd year review is to determine the degree to which the faculty member is “on track” for promotion.

5th Year Review Promotion & Tenure Review

This review is completed in the fifth year of rank for **Assistant and Associate Professors**. The review is **more comprehensive than the annual merit review** and should include a thorough review of the faculty dossier, including a **5th year peer teaching evaluation** (or request for one to be completed in the spring of the 5th year). A comprehensive written evaluation of faculty progress, in addition to completion of the merit review, is completed in the 5th year. The purpose of the 5th year review is to determine the degree to which the faculty member is “on track” for promotion.

5th Year Promotion & Tenure Review - Assistant Professors

This review is required to be completed in the **5th year in rank for Assistant Professors**. This is a comprehensive review in preparation for a Budget Council decision to recommend promotion or not.

Post-tenure Promotion Review – Associate Professors

This review **may be completed at any time beginning as early as the 5th year in rank for Associate Professors**. This is a comprehensive review in preparation for a Budget Council decision to recommend promotion or not.

Post Tenure/Post Promotion Review – Full Professors

A post tenure faculty review that includes a review of the faculty record, including updated CV and CIS course ratings, **is required every 6th year**. The review shall be based on evaluation of the CV, student evaluations of teaching, annual reports and/or merit review reports, a **6th year peer teaching evaluation** (if one has not been completed in the prior three years), and any additional materials provided to the committee by the faculty member. The annual review committee shall either deem performance satisfactory or unsatisfactory in the relevant areas. Unsatisfactory performance requires additional written documents.