

PROCEDURES FOR PRE-TENURE REVIEW  
DEPARTMENT OF ANTHROPOLOGY

(As approved by the faculty, Dec. 1, 2008)

Selecting an Advisory Committee

During the first year of appointment, an Advisory Committee will be selected for each probationary faculty member (“candidate”). The committee will consist of:

A research advisor (normally a tenured colleague from the same subfield as the candidate):

Two teaching advisors (normally a tenured colleague from within the department and a volunteer from FACET); and

The chair of the department, who shall fulfill the role of service advisor.

The committee shall be responsible for monitoring, evaluating, and advising the candidate on his or her progress toward fulfilling tenure requirements throughout the probationary period. The teaching Advisors shall schedule visits to the candidate’s classes at least once per semester and shall provide the candidate with a written evaluation after each visit.

Annual Review

In accordance with the policy set by the Faculty Council and monitored by the Office of the Vice Chancellor for Academic Affairs and Dean of Faculties, each candidate shall receive an annual review by the tenured faculty of the department. The chair shall also provide the candidate with a written summary of the review.

Third Year Review

During the third year of the probationary period, the candidate shall receive a more comprehensive review, as follows:

Late in the first semester of the third year, the chair shall solicit letters from four external reviewers, two chosen by the advisory committee and two chosen by the candidate.

The candidate will not be expected to compile a dossier as extensive as the one required for tenure. However, early in the second semester of the third year, the

candidate shall provide the advisory committee with current curriculum vitae, copies of publications and manuscripts prepared for publication, syllabi, and course evaluations. The candidate may submit other materials if he/she desires – for example, a brief statement of his/her plans for future research, teaching, and service.

The committee shall review the letters and the materials submitted by the candidate and prepare a written summary evaluation of the candidate's research, teaching, and service.

The advisory committee shall submit its written report, along with the letters and the candidate's materials, to the tenured faculty of the department for review. The tenured faculty's review must be completed before the end of the second semester of the third year.

Upon completion of the tenured faculty's review, the chair shall provide the candidate and each member of the advisory committee with a written summary of the tenured faculty's review and recommendations.