

## **Department of Gender Studies**

### **Pre-Tenure / 3<sup>rd</sup> Year Review Procedures**

*Adopted September 11, 2006*

*Revised November 30, 2006 and approved December 2006; Amended April 20, 2009*

The third year review is an opportunity to obtain feedback on a tenure track faculty member's progress toward tenure. It provides important information both for the candidate and the department, and allows the candidate to begin the process of assembling a tenure dossier. A positive third year review, while encouraging, should not be taken as a guarantee of a positive tenure review. If necessary, the review should also give the candidate a clear indication of what additional actions and accomplishments will be needed to ensure a positive

#### **Selecting a Third-Year Review Committee**

During the second year of appointment, a Third-Year Review Committee will be selected for each probationary faculty member (“candidate”). The committee will consist of three tenured faculty in Gender Studies, one of whom may be an affiliate faculty. The chair of the department will attend the initial meeting of each advisory committee. One member of the committee will be selected to serve as Chair of the Committee.

Faculty members with 50-75% FTE in GNDR shall have at least 2 core GNDR faculty as part of their 3<sup>rd</sup> year review. For faculty members who are 25% FTE in GNDR, one (core or affiliate) member of the GNDR faculty shall participate in the review, according to the bylaws of the unit in which the faculty member has 75% FTE.

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. Committee members shall schedule visits to the candidate’s classes at least once per year and shall provide the candidate with a written evaluation of teaching after each visit. In addition, the committee will solicit teaching evaluations from FACET to enhance the feedback process. All of these teaching evaluations – and any produced by the chair – will become part of the record for the third-year review committee.

#### **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 (normally by December 1), the department chair shall solicit letters from two external reviewers. Given the interdisciplinary nature of Gender Studies, the candidate should have input to the entire list of external reviewers. Reviewers should be experts in the fields who ordinarily are qualified to serve as tenure reviewers. Third year external reviewers may also serve as external reviewers for tenure.

The candidate will not be expected to compile a dossier as extensive as the one required for tenure. However, by December 1, the candidate shall provide the Review committee with current curriculum vitae, copies of publications and manuscripts prepared for publication, syllabi, and course evaluations. The materials submitted should also include a brief statement of his/her plans for future research, teaching, and service. This statement should address the criteria for tenure as established in the department's tenure guidelines.

The candidate is strongly encouraged to prepare a full dossier to serve as the basis for the tenure dossier if he/she desires. The department administrative assistant will then assist the candidate in preparing a dossier which includes:

#### Research

- copies of research or creative activity, published as well as submitted
- conference papers
- grant proposals
- works in progress that the candidate is comfortable providing

#### Teaching

- copies of syllabi
- summaries of course evaluations (these summaries should be prepared by the department administrative assistant)
- copies of teaching publications or manuscripts
- records of undergraduate and graduate committee work, including Honors, MA theses, and PhD committees, as well as external committees (IMP, other departments, etc)

#### Service

- summaries of service, department, interdisciplinary at the college-level, campus and university
- evidence of professional service: conferences, national committees, etc
- copies of book reviews
- public writing that is not research
- evidence of radio and television appearances, press clippings, etc.

The committee shall review the letters, teaching evaluations, and the materials submitted by the candidate and prepare a written summary evaluation of the candidate's research, teaching, and service by February 15. While the chair of the committee will be responsible for the written evaluation, the entire committee will participate in the collective review of the candidate and contribute substantively to writing the summary evaluation.

The candidate will review the committee's completed (draft) report to provide the committee with any needed corrections or feedback on points of fact or on representations of her/his work. The review committee will, at its discretion, revise its report and submit it, along with the letters and the candidate's materials, to the chair. Utilizing the committee's report, the chair will write a summary including any additional recommendations. The tenured faculty will then vote on whether to accept the reports of the committee and the chair. The result of this vote shall be submitted to the College and to the candidate. The final reports shall be submitted to the candidate and will remain as internal documents in the Department. The candidate may choose to reply in writing to these reports; such replies become part of the candidate's third year dossier.