Attachment A - Procedure for Pre-tenure Review - Flow Sheet

January 15  
Senior Director of Faculty Support in the Dean’s office notifies faculty with tenure track appointments who are due for a pre-tenure review.

March 1  
The Dean will send a notice to the faculty with tenure track appointments with the pre-tenure review policy, Pre-tenure Review Flow Sheet, and a list of potential tenured faculty to serve on the pre-tenure peer review panel. The faculty member due to be reviewed must receive notification at least (6) months prior to the deadline of submission of required documents.

April 1  
The faculty member submits Attachment B, indicating preferred peer review panel members and intent to participate in Pre-tenure Review process to the Dean’s office.

April 15  
The Dean's office notifies the pre-tenured faculty member(s) and Chair of Professional Development Council of the appointment of the peer review panels, including each faculty member's name and the members of his/her finalized peer panel. Panel Selection Form are used to track the peer panel selection process and once finalized are maintained with all Comprehensive Performance Evaluation (CPE) documents in the Dean’s office.

May 1  
The faculty member has the opportunity to review appointed panelists and verifies acceptance of the peer review panel or informs the Dean of a potential conflict of interest of any one of the members. In the event of a conflict of interest, the Dean will appoint an alternate panelist.

May 15  
The Dean's office notifies the faculty member of the composition of the pre-tenure peer review panel. The Pre-tenure Peer Review Panel Selection Memorandum is used to track the peer panel selection process and once finalized is maintained with all pre-tenure documents in the faculty member’s folder.

The faculty member under pre-tenure review is provided an opportunity to meet with the pre-tenure peer review panel to discuss his/her professional goals and development within the School of Nursing. The faculty member under review may contact the chair of his/her Peer Review Panel to set up meetings and/or a system to review requirements and the process of compiling his/her pre-tenure dossier.
The faculty member submits the pre-tenure dossier electronically to the Peer Review Panel, which contains the following categories (no additional categories will be accepted):

- Dean, Associate Dean(s), Associate Dean/Departmental Chair(s), or Regional Dean Assessments (collated dossier)
- Faculty assessments (collated dossier)
- Summary Form (designated areas only)
- Current Curriculum Vitae
- Application Form for Pre-Tenure Review
- Individual Analysis Form – List criteria addressed in a bulleted format, with the associated location(s) of exemplar documents in the dossier.
- Supporting materials for rank and focus area:
  1. Letters of support which address specific criteria for faculty rank using bulleted format, including one or two student communications regarding teaching
  2. One exemplar for each criterion that was met during the period of pre-tenure review. (Since last promotion or since appointment)
  3. Summary letter from annual evaluations for period of the pre-tenure review.
  4. Examples of course syllabus, presentations, or creative teaching methodology.
  5. Example of course evaluations using a summary graph during the assessment period (a maximum of 3 course evaluations summaries may be included in the dossier)
  6. Examples of research, scholarship, practice, and service as appropriate to rank and focus area.
  7. State, national, or international awards/accomplishments
  8. Examples of academically related service
  9. Other materials the faculty member deems appropriate

**Note:** Applicants will include data in categories d. through g. Categories a through c will be used to compile data after the dossier has been submitted and reviewed.

**September 1-10** The Senior Director of Faculty Support creates and confirms electronic submissions and communicates with Educational Support to provide access for pre-tenure peer review panelists.

**September 10-30** The Pre-Tenure Peer Review Panel will compare the faculty’s pre-tenure dossier and support documents to the Guidelines for Qualification of Faculty Rank, when evaluating the faculty member. (See, Pre-Tenure Evaluation Form).

**October 1-10** The Chair of the Pre-Tenure Peer Review Panel meets with the faculty to review the evaluation, comments and recommendations of the Peer Review Panel. The faculty may request a meeting with the peer review panel to rewrite or submit additional documents.

**November 1** If requested, faculty member submits additional materials or documents.

Revised: PDC 2/14/18
Operating Policy and Procedure

November 15  The Pre-Tenure Review Panel completes review of finalized pre-tenure dossier, including revisions or additional documents.

December 1  Results of the final evaluation are communicated to the faculty member by the Chair of the Peer Review Panel in writing. The faculty member and Chair of the Peer Review Panel sign the Pre-tenure Evaluation Form. Recommendations may include one of the following:
   a. Satisfactory - continue with plan for review at year 5 or on trajectory toward tenure
   b. A need for additional development or refocusing of academic or professional efforts with deficiencies identified in teaching, scholarship, clinical service, academically-related public service, and proposed guidelines for performance improvement. (See SON OP 20.086)

February 1  All materials related to the pre-tenure peer review process, including the evaluation form are placed in the faculty member's folder in the Dean's Office. The Senior Director of Faculty Support updates individual faculty pre-tenure and tenure dates, and any other relevant information concerning the pre-tenure process.

IN NO CASE IS TENURE GUARANTEED BASED UPON THE RECOMMENDATION OF THE PEER REVIEW COMMITTEE OR ACTIONS TAKEN BASED ON THE COMMITTEE'S REPORT.