



COLLEGE OF LIBERAL ARTS

Policy Statement: **Third-Year (Pre-Tenure Review) for Assistant Professors**
Effective: **Spring 2014**
Approved: **Dean's Office, College of Liberal Arts**
Updated: **2/26/14**
(extracted from *Discipline-Specific Promotion and Tenure Proposal*)

All tenure track faculty must undergo a mandatory third-year review. The third-year review offers the opportunity to qualitatively assess a faculty member's progress, and may result in a remediation of problems that are identified. The third-year review, a formative process, occurs at the end of the third year of appointment for assistant professors. If an assistant professor comes to Jackson State University with 2 or 3 years prior credit towards tenure, an expedited review process similar to the third-year review is recommended in the 4th year of the tenure clock (in 2 years for 2 years credit and in 1 year for 3 years credit toward tenure). Faculty members undergoing third-year review will prepare their dossiers detailing their achievements and performance in their assigned area(s) of responsibility.

The department chair will appoint a faculty committee, to provide a thorough review of the individual's dossier (no later than **January 15 in the spring semester** during the candidate's 3rd year). This committee will contain no fewer than three eligible faculty members (two committee members should be tenured and ranked in the department; one committee member should be ranked and tenured outside the department in a Liberal Arts discipline). Once the committee is appointed, the department chair will forward names in an official memo to the Dean's Office no later than **January 20** for final review and approval. The review will be substantive and will provide the faculty member with critical feedback about his/her progress toward promotion and tenure at Jackson State University.

The third-year review committee completes the ***Pre-Tenure Committee Review Report*** (see document) to record their findings in detail and makes clear recommendations to the candidate concerning his or her progress towards promotion and tenure. The review committee will then discuss and vote on the following question: "[Candidate's name] has or has not made sufficient progress towards promotion and/or tenure at this review level" in order to make a recommendation on the candidate's "Overall Evaluation" which is recorded on their ***Review Report***. The third-year review committee will forward its report to the department chair.

The department chair completes the ***Pre-Tenure Review Chair's Report*** (see document) to record his/her findings in detail and makes clear recommendations to the candidate concerning his or her progress towards promotion and tenure. The department chair answer the following question: "[Candidate's name] has or has not made sufficient progress towards promotion and/or tenure at this review level" in order to make a recommendation on the candidate's "Overall Evaluation" which is recorded on the ***Chair's Report***.

The department chair will schedule a meeting with the faculty member under review to discuss and provide copies of both the third-year review committee and chair reports regarding his/her progress toward promotion and/or tenure (no later than **March 15 during the review semester**). The candidate may reply in writing both reports within 15 days (no later than **March 30 during the review semester**). The department chair will forward all documents to the College Dean (no later than **April 1 in the spring semester** during the candidate's 3rd year) for review and comment. The third-year committee and chair reports, any response by the candidate, and response from the Dean will be kept on file in the Dean's Office.

The dossier should be organized and submitted in the following format during the spring semester of the candidate's 3rd year (i.e. the portfolio should be submitted to the department chair no later than **February 15**). Dossiers should include:

A. Section 1: Vita

Summarize the candidate's professional activities and attainments. The candidate should add a letter no longer than two pages (before the vita) that describes his/her major accomplishments and assesses the impact of each. The abbreviated vita should not exceed eight pages. Identify with an asterisk to the left of the entry those media, exhibitions and performances that are of national or international standing.

B. Section 2: Achievements

Describe and document the candidate's achievements in relation to the criteria (see five areas below in ten pages or less. Include data and information summaries where appropriate. Achievements sufficiently documented in "Section 1: Vita" are preferably referenced by page number rather than duplicated in Section 2. In addition, the dossier must document the impact of the individual's work through, for example, evidence of critical response, and adoption of technology by the discipline area or citations. (**NOTE:** These five criteria are only inserted here until the new guidelines are approved. Future evaluative criteria will include: teaching and advising excellence, research/scholarship/creative activities, and service).

1. *Achievements in Demonstrations of Professional Collegiality*
Describe how the candidate has demonstrated professional collegiality since initial appointment, including ways in which his/her professional collegiality has impacted the department and University. Then document the candidate's achievements by presenting pertinent sources of evidence.
2. *Achievements in Academic Citizenship and University Service*
Describe how the candidate has demonstrated academic citizenship and university service since initial appointment, including ways in which his/her academic citizenship and university service has impacted the department and University. Then document the candidate's achievements by presenting pertinent sources of evidence.
3. *Achievements in Teaching and Advising Excellence*
Describe the candidate's work assignments for instruction since initial appointment, including the percent of time assigned to teaching and advising students, the courses taught and their enrollments and the use of innovations in the delivery of instruction as well as the number of students advised by the candidate and if they have been successful in fulfilling degree requirements as stipulated in their degree plan. Then document the candidate's achievements by presenting pertinent sources of evidence.
4. *Achievements in Research/Scholarship/Creative Activities*
Describe the candidate's work assignments for research/scholarship/creative activities since initial appointment, and including the percent of time assigned to research/scholarship/creative activities. Then document the candidate's achievements by presenting pertinent sources of evidence.
5. *Achievements in Service and Professional Activities*
Describe the candidate's work assignments in service to society and the profession, since initial appointment, and including the percent of time assigned to service. Then document the candidate's achievements by presenting pertinent sources of evidence.