



Anthropology Department Third Year Review Guidelines (Accepted January 2005)

The review should begin early in the third year of tenure-accruing appointment. The mid-career review will address the issues normally considered in tenure and promotion deliberations and will assess whether the candidate is making satisfactory progress toward promotion and tenure. The purpose of the third year review is to provide structured and constructive information to assist candidates to meet College and University requirements for tenure and promotion. Diligent effort for the third-year review will also result in a much reduced work load for the submission of the T&P packet for the eventual evaluation for tenure and promotion.

Expectations of Progress

The Anthropology Department recognizes that some activities, such as receiving a book contract or building a laboratory, may well take place later than the third year. Moreover, faculty within the various subdisciplines of Anthropology will require evaluation by often disparate standards. For that reason, the tenured department faculty will discuss the kinds of expectations and indications of success that are appropriate for each individual candidate after three years in a tenure-accruing position. The following are among the issues the Anthropology faculty will consider:

- * Does the candidate's teaching meet department expectations or is it making steady progress in that direction?
- * Has the candidate presented papers in appropriate venues and are the number and quality of those papers acceptable?
- * Has the candidate published at an acceptable rate and in appropriate journals or other outlets?
- * Is the candidate beginning to establish a regional and national reputation in her/his field?

* Is the candidate preparing her/himself to attract external funding to support her/his scholarly work?

* Has the candidate gained graduate status and served on master's and doctoral committees?

* Does the candidate's record suggest a teaching and research trajectory that is likely to lead to the rank of associate (and later full) professor?

* Is the candidate appropriately involved in professional service activities at the departmental, local, state, national or international level?

Procedure

By October 15th the Department Chair shall notify all faculty who will undertake the mid-career (third-year) review the subsequent spring semester. Faculty to be reviewed are advised to initiate their packet preparation promptly in the fall semester in close consultation with their mentors. They should obtain a copy of the current requirements of the T&P packet from CLAS and the University.

The materials to be prepared will include:

1. A Tenure and Promotion packet, as complete as appropriate given the time in rank of the candidate. All numbered sections of the listing of packet components must be filled out, except for referee letters, and the Chair's letter, which is not written until later.
2. Annual letters of evaluation from the Chair.
3. Peer reviews of candidate's teaching and supporting teaching materials.
4. A research/scholarship portfolio including the candidate's research publications, papers submitted for publication, grant proposals, and similar information.
5. An Anthropology cover sheet (available on the department web page).

By February 15th of the subsequent year, the candidate will present a completed packet to the department chair. Tenured faculty in the Anthropology department will review the packet and assess the candidate's performance. Faculty with joint appointments will be reviewed in the tenure home department, but input will be required from the other unit(s), per the memorandum of understanding between those units. This may include teaching assessments from the other units and letters of evaluation from the heads of the other units.

The faculty member's materials will be available for reading by tenured faculty at least two weeks prior to a tenured faculty meeting at which the review will be considered. The mentor or mentoring committee will present a summation of the faculty member's career at that meeting. Also at that meeting the tenured faculty will provide advice to the Chair for writing a draft letter that expresses the consensus of the tenured faculty concerning the progress of the candidate.

The Department Chair will draft a letter of review based on the candidate's packet, as well as the discussion and other information from the tenured department faculty. The letter should consider the candidate's assignment and any support the department may have provided the candidate. It should identify strengths and weaknesses in the candidate's record and make clear recommendations on how the candidate may improve her/his packet and performance. The goal is to give thoughtful and constructive assessments and suggestions that will help the candidate meet college and university requirements for tenure and promotion. The letter will be explicit in stating that the letter itself is not a decision for tenure and promotion but is rather simply a mid-career review. The intent of the review process is that it be advisory to the candidate and without any prejudice in future reviews.

Before April 30th, the Department Chair will meet with the candidate to provide a copy and discuss the draft letter of review. The candidate and Department Chair should discuss strengths and weaknesses in the candidate's packet; what the candidate might do to strengthen her/his publications in the future; and what assistance might be available in the department, college, and/or university to address candidate needs and improve performance.

Following the meeting between the Department Chair and the candidate in which the draft letter written by the Chair is discussed, the candidate will have the opportunity to provide any additional information and have it brought under consideration by the Chair, prior to the composition of the final version of the letter. For faculty with joint appointments, that final letter should be co-signed by the director or chair of the other units. The candidate should co-sign the Chair's letter of evaluation. After signatures are obtained, the letter will be forwarded to the Associate Dean for Faculty Affairs by the end of the Spring semester. A copy of the letter of review will be placed in the candidate's personnel file. The packet and all supporting materials will be returned to the candidate.