

# **FACULTY REVIEWS**

## **THIRD-YEAR REVIEW: Contract Renewal of Tenure-Track Faculty**

### **Meadows School of the Arts**

#### **Timeline and Procedures**

Tenure-track faculty members are generally appointed to two three-year contracts. During the final year of the first contract an internal “Third-Year Review” takes place, at which point the Dean *may* recommend to the University that a second contract should be extended.

#### **October 1 (at the latest): Candidate is notified of the review**

The Chair/Director of the division/institute/department must notify the tenured faculty that a tenure-track faculty member is in her/his contract-renewal year and that a review committee has been formed. The Chair/Director must also notify the candidate of the review, explain the process, and inform the candidate of the **November 15**, deadline for the submission of materials.

The review committee will usually be made up of all the tenured faculty of the division, except in cases where the faculty is so large, as in the Music Division, that guidelines are in place for the creation of a smaller committee. When there are not enough tenured faculty members in any specific division to form a committee of at least three, the Chair/Director, with the approval of the Senior Associate Dean for Faculty Affairs, will constitute a committee of at least three tenured faculty members by including faculty of other divisions in the school or university that have connections to the discipline of the candidate.

#### **November 15 (at the latest): Dossier is due to the Chair/Director**

The candidate must submit a third-year dossier to include:

- A preliminary third-year faculty activity report
- An updated curriculum vitae,
- A letter that summarizes the candidate’s accomplishments at SMU,
- Peer teaching review report (NOTE: The peer teaching review is to be completed during the candidate’s second year. Members of the candidate’s faculty review committee are expected to evaluate a candidate’s teaching as part of the third-year review process by visiting at least two classroom sessions and by perusing the candidate’s course evaluations.)
- Any supporting documents deemed appropriate by the candidate (publications, record or samples of creative work, reviews, CD-ROMs, etc.).

## **November 15-February 1 (at the latest): Committee Review**

Committee members are expected to evaluate the candidate's research/creative productivity through evaluation of the *c.v.*, the summary letter, and supporting documents.

Committee members are expected to evaluate a candidate's teaching by visiting at least two classroom sessions and by perusing the candidate's course evaluations.

The primary criterion of the review process is to ensure that the candidate has made substantial progress towards tenure in the areas of research/creative productivity and teaching, as defined by the Meadows School and the candidate's contract. Service is of importance but SMU's Guidelines for the Award of Rank and Tenure emphasize the following:

***“Tenure is awarded to those faculty who are outstanding in research and creative activity and whose performance in teaching is outstanding or of high quality. Tenure cannot be granted on the basis of academic potential alone. Demonstrated accomplishments in research/creative activity and teaching are essential.”***

The primary consideration of the third-year review is that the candidate will have a strong case for tenure at the end of the next contract, assuming that the level of teaching and research/creative productivity continues to be of the highest quality.

## **February 1 (at the latest): Committee forwards its written recommendation to the Chair/Director**

Individual letters from committee members are not required but may be requested at the discretion of the Chair/Director.

## **February 15 (at the latest): The Chair/Director forwards documentation to the Dean**

The Chair/Director must submit documentation to include:

- Her/His written recommendation regarding reappointment
- The committee's recommendation regarding reappointment
- The Chair's/Director's annual review letters for the candidate
- The third-year dossier
- Supporting materials, as needed.

**May 31 (at the latest): The Dean notifies the candidate whether a new contract will be offered.**

## *From the Senior Associate Dean*

- By **September 1**, at the latest, all Meadows Academic Chairs/Directors must consult with the Senior Associate Dean and confirm the identities of those faculty members from their units who are scheduled for the following reviews in the coming academic year:
  - **3rd-Year Reappointment Review**
  - **2nd-Year Teaching Review**
  - **5th-Year Teaching Review**
  - **Preparation for Promotion and Tenure Review in the following academic year**
  - **Preparation for Review for Promotion to Full Professor in the following academic year**
  
- Academic Chairs/Directors should maintain ongoing communication with and provide appropriate advice to the tenured associate professors on their faculties regarding both short-term and long-term plans for promotion to full professor.
  
- **Initiation and oversight of the Meadows Teaching Reviews is exclusively in the hands of the faculty member's academic unit and its Chair/Director.** The Senior Associated Dean is not responsible for initiating and managing the process. The reports are submitted to the Senior Associate Dean and the Senior Associate Dean is, of course, willing and prepared to provide Meadows Academic Chairs/Directors with any advice they might require and request regarding the process.