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MARQUETTE UNIVERSITY PHILOSOPHY DEPARTMENT
POLICY REGARDING ANNUAL REVIEW
OF UNTENURED FACULTY

1. The Chair will conduct an annual review of each untenured faculty member. Its purpose is to evaluate the faculty member's teaching, scholarship, and service relative to eventual departmental recommendation on promotion/tenure. Beginning with the second year of the untenured person's appointment, and continuing every other year thereafter, every tenured associate and full professor will also offer his/her evaluation of the untenured person and a summary of these evaluations will be communicated to the junior member by the Chair.

2. The annual review between the faculty member and the Chair will have these points for discussion:
 - a) Teaching
 - (I) discussion of faculty person's teaching responsibilities, general goals, approaches, new courses, professional development activities;
 - (ii) formal and informal peer and student evaluations since last review;
 - (iii) review of course syllabi;
 - (iv) student load during past year and present semester.

 - b) Scholarship/Publication
 - (I) published, accepted, submitted since last review;
 - (ii) short-range plans: manuscripts to be submitted in coming year;
 - (iii) long-range plans: research presumably leading to publication in 2-5 years; new interests developing, etc;
 - (iv) evaluation of publication.

 - c) Lectures, colloquia, participation in programs, officerships in learned societies (past and coming year).

d) Service

(I) departmental committee and other projects (colloquia, symposia, etc.) past year and present;

(ii) extra-departmental university committees;

(iii) community service outside the university;

(iv) contribution to the Christian Character of the University.

e) The discussion between the faculty member and the Chair would also include: problems, difficulties, misunderstandings, anything the faculty member wants to air with the Chair (this, if faculty or Chair so decides will be governed by strict confidentiality).

3. Tenured associate and full professors will be involved in the following ways:

a) Every other year they examine the faculty member's Curriculum Vitae and submit a written evaluation to the Chair of his/her teaching, scholarship/publication, and service.

b) They would assist in the evaluation of published works. (It should be noted, however, that publication in a refereed journal in which articles are reviewed by 3 or 4 competent people before being accepted, is already an evaluation.)

c) They might assist by giving their judgment on the faculty member's lectures, colloquia, and participation in programs.

d) They would assist in the peer evaluation of teaching by classroom visitation.

e) They would assist in evaluating the faculty member's teaching goals, pedagogical approaches, syllabi, professional development activities.

4. The discussion with the Chair and the summary results of the participating senior members' review of the faculty member's CV and/or teaching will be recorded in writing, with one copy going to the faculty member, one to the Dean, and one into the Chair's files; the faculty member's reaction (re inaccuracies etc.) may be given in writing to the Chair.

**Policy for Calling a Meeting of Senior Faculty in
2nd and 4th Year Review of Junior Faculty**
(Passed by Executive Committee on March 5, 1999)

In the second or fourth year senior faculty review of a junior faculty member, the chair will be directed to call a meeting of the senior faculty to discuss the case if either of the following conditions obtains:

- 1) At least one-third of the senior faculty completing the second or fourth year review select option 4 on the assessment form provided by the Office of Academic Affairs (see the "Overall assessment" section (below) of the form used by the department for the senior faculty review of junior faculty);
or
- 2) In the judgement of the Executive Committee, senior faculty responses on the assessment form raise substantial and serious doubts about the viability of the candidate's case for tenure and promotion.

The chair will notify a candidate if a meeting of the senior faculty will be called to discuss the candidate's case. The senior faculty will discuss the case at a meeting time set by the Executive Committee. Senior faculty will then write advisory letters addressed to the Executive Committee indicating what course of action should be taken in regard to the junior faculty member's case. The Executive Committee will decide on which of the following courses of action should be taken.

Two courses of action are open:

- 1) Continue the person subject to the ordinary process of review; or
- 2) Recommend that the contract of the faculty member not be renewed beyond the next academic year.

This process must be completed prior to May 20 of the year in which the 2nd or 4th year review is undertaken. The results of the process will be communicated to the faculty member in the letter of annual review and, thus, to the Dean of the College of Arts and Sciences and the Vice President for Academic Affairs.

Assessment Form Used to Review Junior Faculty
(Academic Affairs)

1. The person has performed extraordinarily well in teaching and scholarship and service is at least satisfactory. The person should be considered for tenure before his/her time bound year.
2. Teaching, scholarship and service are developing satisfactorily but more time will be needed before a definitive judgment on promotion and tenure can be made.
3. Significant problems are evident in teaching/and or scholarship. If major positive changes are not evident soon, the person will not receive tenure and may not be continued until his/her time bound year.
4. The problems in teaching and/or scholarship are so serious that the faculty member's third/fifth year will be his/her last year of employment.