

## *MU English Department's Annual Review of Junior Faculty*

### **Responsibilities of Department Office, Junior Faculty, Mentors, and Chair**

In accordance with Departmental policy on tenure and promotion, the **Annual Review of Junior Faculty** will take place in May, shortly after the semester ends. The Chair in consultation with a Junior Faculty member will invite a Senior Faculty member (preferably within the Junior Faculty member's field) to help Senior Faculty interpret the Junior Faculty's file at the May Annual Review Meeting. Each year, assigned mentors may change, and each year, all other Senior Faculty will continue to be responsible for reviewing all Junior Faculty files.

#### **Departmental Office's Responsibilities for Annual Review:**

- Prepare the following elements of the Junior Faculty files:
  - (1) SCOT/IAS/MOCES scores
  - (2) Teaching Information
  - (3) Peer Visitation Letters from current & previous years
  - (4) Annual Review Letters from all previous years
- Add new information supplied by Junior Faculty (e.g., cover memos, publications, contracts) each year to update the files.
- Make files available to Junior Faculty for review a few days before the files become available to Senior Faculty.
- Make files available to Senior Faculty for review during April.

[NOTE: The office should have information from earlier reviews; if not, Junior Faculty may be asked for information.]

#### **Junior Faculty Responsibilities for Annual Review:**

- **Before Feb. 20:** Meet with Chair to consult about selecting a Senior Faculty Mentor (preferably in the same field) whose charge is to *interpret* the Junior Faculty file from a disciplinary perspective for other members of the department at the May annual review meeting.
- **By March 25:** Update your file yearly by submitting:
  - (1) An updated C-V
    - √ Clearly distinguish between the following c-v categories:

Publications (in print)	Works Accepted for Publication	
Works in Press	Works Submitted for Review	Works in Progress
  - (2) Copies of publications or works-in-progress to be made available for review.
  - (3) 1-p. brief Cover Sheet that clarifies any current-year details about your C-V: e.g., publications status, fellowships (where, for what, how much?, etc.), any item readers might question
- **Before April 1:** Check completed file to insure its accuracy when it will be made available to Senior Faculty.
- Meet with annual review mentor at least once before the May annual review meeting, the purpose being to share any information that may help the annual review mentor interpret the file.
- **Between April 14 and May 1:** Meet with (a) Mentor and (b) Chair to clarify questions about the file.
- Ask questions of the Chair at any point in the process.
- **IF TIMEBOUND, by April 1,** provide names of 2 scholars & 10 students to evaluate your research & teaching.

#### **Mentor Responsibilities for Annual Review:**

- Agree to the role of mentor-as-interpretor/contextualizer.
- Meet with Junior Faculty member at least once during the spring semester.
- Study the file carefully to be prepared to help the Chair interpret/contextualize its elements, particularly the research, from a disciplinary perspective for other faculty at the May meeting. (NOTE: The Mentor should *not* present the case but rather fill in gaps in the discussion of all the other faculty members.)
- Encourage Junior Faculty to discuss issues of process with the Chair.

#### **Chair Responsibilities for Annual Review:**

- Meet with Junior Faculty **before Feb. 20** of each year to select a mentor for the annual review.
- Ask the selected Senior Faculty member if he/she is willing to serve as mentor.
- Notify Junior Faculty member of mentor's acceptance.
- Meet with Junior Faculty **between April 14 and May 1** to prepare for the May meeting in order to clarify the Junior Faculty's accomplishments for the year.
- Chair the annual review meeting in May.
- Write a letter of annual review.
- Provide a draft letter to the Junior Faculty member and to all Senior Faculty..
- Meet with each Junior Faculty to discuss the letter, offering the department's evaluation of the Junior Faculty member's past performance as well as recommendations for future action.
- Finalize the annual review letters and place them in Junior Faculty files.
- Answer at any point in the process any questions that Junior Faculty may have.