

## **Department Chair's Annual Review of Faculty**

At the end (late May - early June) of academic years in which a probationary, **tenure-track candidate** does not have a FRC review, the candidate's Department Chair will conduct a review.

**Annual reviews of non-tenure-track and tenured faculty members are optional** and at the discretion of the Department Chair or Dean, if certain considerations warrant this more timely approach. The intent of this aspect of the pre-tenure review process is to provide constructive feedback through frank, honest and transparent communication and procedures to assist the tenure-track faculty member in the years leading to the tenure review. This letter should be shared with the members of the tenure committee (typically the tenured members of the candidate's department) and FRC. At any point during the process, the candidate should consult with the Department Chair, FRC Division representative, and/or the Chair of the Faculty Review Committee for help with any questions or concerns that may arise.

Section 3.2.1 of the Faculty Handbook outlines a fairly exhaustive process. In recent years, to alleviate some of the workload and make the process more likely to be completed, FRC has created a form, the **Department Chair's Annual Faculty Review**

**Worksheet/Action Plan** that can be used instead of the more detailed Handbook requirements; this short document asks candidates to briefly address areas of strength, areas for improvement, one specific goal – with respect to teaching, advising, scholarship, or service – for next year and for 3-5 years, and one goal that focuses on work-life balance. In addition to the candidate's responses to these prompts, the Department Chair should prepare a brief assessment of the candidate. Alternatively, a discussion between the candidate and Department Chair can occur, and the Chair would write a review letter based upon that conversation.

Whether either the provided “Worksheet/Action Plan” or alternative letter is used, the Chair should name the document with the following information, formatted as specified: “Annual Review for first name last name date” as mm.dd.yyyy (example: “Annual Review for Gustav Mauler 09.01.1860”).

The Department Chair should electronically submit the annual review worksheet/action plan or alternate letter to *BOTH* [facultyreview@augustana.edu](mailto:facultyreview@augustana.edu) *AND* [facultyreviewcommittee@augustana.edu](mailto:facultyreviewcommittee@augustana.edu). The candidate should remind them to do so in a timely manner.

### **Excerpted sections from the Faculty Handbook:**

- 3.2.1 All departments will conduct formal annual reviews of their candidates. Reviews are designed to help the candidate, the candidate’s department, and the FRC identify patterns of the candidate’s performance over time, and to give the candidate the opportunity to address any problems in a timely manner. Candidates should collect and assemble the following material for the department to review annually: a CV, a brief summary of annual accomplishments, copies of official student course evaluation summaries and response forms. The candidate may choose to supplement this with additional information. The chair will write an evaluation letter that will be provided to the candidate at the annual review, and that will then be included in the departmental materials presented during pre-tenure and tenure reviews. This letter will be made available to tenured members of the department, and in the case of small departments, any other tenure review committee members (see 3.3.2.2). A copy of this letter will be sent to the Dean’s Office for the candidate’s personnel file.
- 3.3.2.5 The department chair is responsible throughout the probationary period for notifying candidates of concerns about their performance at the earliest possible moment. Fairness demands that candidates be fully informed and have reasonable and sufficient time to respond to any information that may damage their prospects for tenure, or to withdraw from the tenure process if they so choose. If the department is unable to give unqualified support to a candidate’s tenure case, the Chair must provide the results of the departmental vote in the department letter for the tenure year. Further, it is the obligation of the department chair to share these same concerns with the Faculty Review Committee.