

Five-Year Review of Tenured Faculty

As specified in the College By-Laws, after tenure is awarded, at the end of each five-year period, the faculty member will meet with the provost at the initiative of the provost. The purpose of this meeting is to discuss the faculty member's teaching, professional work and service to the College, and encourage the continued professional growth of the faculty member.

Normally, the faculty member will prepare a self-appraisal that summarizes accomplishments since the last major review, and describes a plan and goals for the next five years. As part of this self-appraisal, it would be useful to discuss and include copies of the following:

1. Up-to-date CV
2. Annual reports submitted during the most recent 5-year period
3. Sample teaching materials such as syllabi, assignments, demonstrations
4. Results of student evaluations administered in the four semesters proceeding review in the most recent 5-year period
5. Professional work completed in the most recent 5-year period, or for performances, exhibitions, etc., reviews of that work.

It is not expected that the quantity of materials listed above approach that which is presented for tenure review. Brevity and comprehensiveness is key. The experience should not be onerous, but one which is helpful to the faculty member and institution in understanding his or her progress and future plans.

Typically, the provost will conduct these reviews during the fall semester.