

University of Denver
Department of Biological Sciences

**INTRADEPARTMENTAL PROCEDURES FOR FACULTY REVIEW FOR
ADVANCEMENT**

(Last approved Nov 16, 2007)

A. Pre-Tenure Review.

A pre-tenure review shall be conducted for each untenured, tenure-track faculty member in Spring Quarter of the candidate's third year. The Department Chair will instruct the candidate during the annual review in Fall Quarter to prepare the materials for review. The pre-tenure review packet shall include a current vita, copies of annual reviews, copies of teaching evaluations, examples of scholarly research, and a statement from the candidate summarizing accomplishments. This internal review will be conducted by a Pre-Tenure Review Committee of three selected from the Tenure Committee (tenured faculty). One member of the pre-tenure review committee shall be selected by the Department Chair; one member shall be selected by the Tenure Committee; one member shall be selected by the candidate. The members of the Pre-Tenure Review Committee shall select a chair. The purpose of this review is to provide the faculty member with an evaluation of progress toward tenure with suggestions about what more should be accomplished in the areas of teaching, scholarly research, and service before the sixth-year tenure review. The Committee will notify the faculty member of the time of the review. Results of the pre-tenure review will be reported by the chair of the Pre-Tenure Review Committee to the candidate in writing, and a copy of the review will be placed in the faculty member's file for future reference by the Tenure Committee. The faculty member may submit a written response that also will be placed in the faculty member's file. The pre-tenure review process and report are neither a substitute for nor binding on any future tenure review (see Section 5.2 of Faculty Personnel Guidelines (revised 2001)).

B. Initiation of binding action and notice thereof.

Promotion or tenure actions shall be initiated, at least four months before a report is due at the Dean's office, a) by the Department Chair with approval of the candidate, or b) by the candidate with or without approval of the Chair. In either case the candidate shall have written record of initiation.

C. Promotion Committee.

The Department Chair shall convene a committee for each candidate for promotion, composed of all tenured faculty of the rank aspired to and above. The candidate shall recommend a chair to lead the ad hoc committee (endorsed by the committee), who shall compile a file on the candidate and, after the vote, write the committee's recommendation. If of required rank, the Department Chair shall serve on the *ad hoc* committee, but may neither vote nor chair the committee.

D. Tenure Committee.

The Department Chair shall convene a committee for each candidate for tenure, composed of all tenured faculty. The candidate shall recommend a chair to lead the ad hoc committee (endorsed by the committee). The Department Chair shall serve on the committee, but may neither vote nor chair the committee.

E. Supporting documentation for internal review and mailing.

The candidate shall be asked to submit the following information to the committee by Nov 1:

- For review by committee and mailing to outside reviewers
 1. current, scholarly curriculum vitae that shall include:
 - a. standard personal data
 - b. degrees earned (listing thesis title and advisor's name)
 - c. professional positions held
 - d. updated list of publications in refereed journals
 - e. other publications (abstracts, book chapters, books, etc.)
 - f. awards received during period of review
 - g. membership in professional societies
 - h. invited scholarly presentations
 - i. contributed presentations (posters or talks at professional meetings)
 - j. service as reviewer for journals, granting agencies, foundations, etc.
 - k. record of extramural funding
 - l. record of intramural funding
 2. list of courses taught (by quarter)
 3. one-page statement outlining current research direction(s)
 4. packet of 3-6 reprints that depict scholarly achievement in the academic rank leading to promotion process (published and unpublished as deemed appropriate by the PT committee)
- For consideration by the internal committee:
 1. a list of 6 outside reviewers (with addresses and telephone numbers) who would be qualified to evaluate scholarly activities
 2. a list of 5 undergraduates who can comment on teaching and mentoring
 3. a list of graduate students who have been advised during the review period
 4. a list of 5 graduate (non-advisee) students who can comment on teaching and mentoring

After consideration of these recommendations by the candidate, the committee will select from and add to the lists to generate final lists for solicitation of input (by mid-November):

- 10 outside reviewers (5 from the candidate and 5 from committee). The committee may add reviewers provided by program directors of funding agencies, selected from published reference lists, or provided by committee members knowledgeable in the candidate's field.
- 8-10 undergraduate reviewers (half from candidate and half from committee)
- 8-10 graduate reviewers (half from candidate and half from committee)

The candidate shall be asked to submit by Dec 1 to the committee for internal review:

1. Addendum A – Teaching and Mentoring Record for period being evaluated
 - a. list of courses taught by quarter with course outlines or syllabi
 - b. teaching evaluations (numerical summaries)
 - c. list of graduate students and thesis titles
 - d. list of undergraduate Honors students and thesis titles
 - e. list of postdoctoral students and project titles
 - f. names of visiting scientists, dates and reason for visit

- g. list of new course development or “innovative teaching in method or content, extra efforts in developing new courses or laboratories” (APT Guidelines 2001 – 4.3.2)
 - h. statement of teaching objectives
- 2. Addendum B – Service during period being evaluated
 - a. departmental, divisional and university committee participation
 - b. outreach efforts and recruiting activities
 - c. public service
- 3. Addendum C – Reports and Reviews
 - a. copies of annual faculty reports and chair’s performance reviews for period being considered
 - b. report from the pre-tenure review (described in Section A)
- 4. Addendum D – Optional Statement
 - a. the candidate may submit a one-page (maximum) statement addressing any matter(s) that he/she believes relevant

F. Reporting

By January 21, each committee shall report in writing: a) to the Chair of the Department, b) to the Dean, and c) to the candidate. The committee shall forward the complete report with supporting documents to the Chair (original plus seven copies). These documents will be forwarded to the Dean; the Chair of the Department shall report separately to the Dean (before February 1).

G. Candidate’s Appeal.

The departmental recommendation shall be communicated to the candidate in writing. If the recommendation is negative, and if requested by the candidate within fifteen days after notification of the Departmental recommendation, a written memorandum shall be given within 15 days to the candidate stating the specific reasons for the recommendation.

The candidate shall, if the recommendation is negative, have the right to a departmental review. A request for such review shall be submitted in writing to the Department Chair within fifteen calendar days of the date of notice or the date of the receipt of the explanation of the negative recommendation. If the departmental recommendation for awarding promotion to the Department Chair is negative, the Department Chair may appeal within fifteen calendar days of the date of notice or the date of the receipt of the explanation of the negative recommendation by providing written notification to the Chair of the tenure committee.

The review shall be conducted by a committee of five faculty who will be selected in the following order. Two members shall be elected by the faculty of the department. One member will be appointed by the Department Chair, or by the Dean of NSME if the Chair is being considered. One member will be named by the candidate. Any of these four members may be from outside the department. The four members thus selected will then name a fifth member from outside the department. There shall be no overlap in membership between the departmental tenure committee and the review committee. If the Chair’s tenure is under consideration, the same procedure will be followed except that the faculty of the department shall elect three members to review the committee. Any candidate may request that a different process for constituting the review committee be

implemented by the Dean of NSME or Provost (or his/her designee). Such requests must be substantiated by the candidate.

The review shall be based only upon alleged lack of “adequate consideration” (see Section 6.7.2 in Faculty Personnel Guidelines, revised 2001) or upon the faculty member’s belief that his /her academic freedom has been violated. Any review for alleged discrimination on the basis of legally prohibited factors, such as age, color, disabled status, national origin, race, religion, sex, sexual orientation, and veterans status, shall be handled through the Equal Opportunity/Sexual Harassment Policy of the University.

- H. The report of the review committee shall be forwarded to the faculty member, to the departmental tenure committee, to the Chair of the Department, and to the Dean.