**Pre-Tenure Review Process for Tenure Track Faculty**

All tenure track faculty are required to have a review in their third and sixth year, prior to applying for promotion and tenure. The purpose of the pre-tenure review is to (i) provide tenure-track faculty with feedback on progress toward tenure, (ii) identify areas needing improvement, and (iii) provide guidance in preparing the professional portfolio to support the review for tenure.

**Contents of Review Packet:**

* Curriculum Vitae
* Accomplishments in Research
  + Grant Applications (funded & unfunded)
  + Research Publications
* Teaching/Mentoring
  + Teaching load (courses/lectures)
  + Course creation
  + Student evaluations
  + Peer evaluations (if in place)
  + Graduate students/postdocs being trained/mentored
* Service
* Statement of Accomplishments
* Description of career goals
* Direction for future work

**Timeline for the steps in the Pre-tenure Review Process**

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| **Action** | **Date** |
| Chair notifies faculty member to prepare PreTenure Review materials at least 3 months prior to the deadline | July |
| Candidate submits materials on Interfolio | September 1 |
| Departmental Promotion &Tenure committee with input from the candidate’s Faculty Mentoring Committee reviews packet | October 1 |
| P&T Committee submits report to department Chair | November 15 |
| Chair reviews P&TC report\* & writes assessment memo | November 30 |
| Chair meets with candidate to discuss feedback | Nov/Dec |
| Final written report goes to candidate, chair, and dean. | December |

\**The report from the P&TC must indicate assessment of candidate’s strengths and any areas for improvement.*