

## **INSTRUCTIONAL MEMO FOR PROBATIONARY FACULTY UNDERGOING AN ABBREVIATED REVIEW FOR 1<sup>st</sup> YEAR FACULTY**

The University Policy for Reappointment, Tenure and Promotion (AAP 010.001) outlines the evaluation process to be followed in the review of all probationary faculty.

In accordance with University policy, tenure-track faculty must be reviewed each year during their probationary period. Tenure-track faculty who are not undergoing a Full Review for Reappointment, Tenure, and/or Promotion must undergo an Abbreviated Review. An Abbreviated Review shall be evaluated by the Department RTP Committee, the Department Chair, and the Dean for strengths and weaknesses of the faculty member's plan, focusing on teaching, scholarship and service, with specific recommendations, including recommendations for improvement, if necessary. However, unlike the full RTP review for reappointment, tenure, and promotion, the abbreviated review does not include a recommendation for any personnel action.

The documentation submitted by faculty completing an Abbreviated Review shall include the faculty member's Professional Plan (not to exceed five pages, double-spaced) and shall include a Self-Assessment. All faculty are required to submit their documents via Interfolio. By submitting the Professional Plan and Self-Assessment electronically, faculty undergoing RTP grant permission to evaluators to access and review their file. After completion of the review process, the SIF will be retained in the Personnel Action File.

Effective Fall 2017, the Office of Faculty Affairs and Development will no longer print a hard-copy of Perceived Teaching Effectiveness (PTE) evaluations. Faculty may access their PTEs through the PTE Portal to download their PTE's for the Working Personnel Action File (WPAF). *Please note, PTEs do not need to be presented as "evidence" for this review; however, if you feel they will be useful for explaining your professional plan inclusion is allowed.* Any other supporting information or materials that address activities may be submitted.

*In your next full review, PTEs from this period of review which were not included here may be added at that time.*

Please be aware that faculty are responsible for keeping a copy of any documents submitted.

### **Below are some guidelines for preparing materials for the Abbreviated Review**

#### **The Professional Plan**

Each faculty member participating the Reappointment, Tenure, or Promotion (RTP) review process must submit a Professional Plan for review by RTP evaluators. A Professional Plan shall address what the faculty member expects to accomplish in the areas of teaching, scholarship and service prior to consideration for tenure. The faculty member's Professional Plan, initially submitted during the first probationary year review, shall be submitted each year with subsequent updates, revisions or modifications as may be needed.

1. Indicate Name, Department, Cycle, and Academic Year.
2. The Professional Plan should be five pages in length double spaced.
3. Address short-term objectives (Next 6-8 months) and long-term objectives (Next 2 to 4 years).

4. Use subheadings for each objective:
  - a. Philosophy of Teaching: Write a brief statement regarding teaching and learning.
  - b. Teaching Performance: Write a brief statement of your teaching goals and objectives.
  - c. Scholarship or Creative Activity: List scholarship goals or creative activity, i.e., research, publications, and active participation such as papers, presentations, panels, symposia etc.
  - d. Service: List service objectives such as departmental, college, university, and community involvement/participation.

### **Self-Assessment**

The Self-Assessment should contain the following:

5. Use subheadings for each statement.
6. The Self-Assessment should be ***no more*** than five pages in length and double-spaced.
7. Teaching Performance: Comment and/or reflect on past teaching performance.
8. Scholarship or Creative Activity: Comment and/or reflect on past scholarship or creative activity.
9. Service: Comment and/or reflect on past service such as departmental and or university involvement.