PROPOSED POLICY AND PROCEDURES FOR THREE-YEAR REVIEWS

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Background
Three-year reviews were first instituted at IUPUI in the early 1990s. These comprehensive and cumulative reviews are conducted at the school level. Their primary purpose is to provide a frank and formative assessment of each tenure-track faculty member’s progress toward promotion and tenure near the mid-point of the probationary period of their academic career. They are intended to be constructive in nature, with concrete suggestions on how to progress successfully toward promotion and tenure.

In 2006, for the first time, schools were asked to forward the three-year reviews to the Academic Affairs office, where they received an additional reading. Responses were written to the dean of each school on the comprehensiveness, frankness, and potential helpfulness of the review. To clarify and formalize this procedure, after consultation with the Deans and the Executive Committee of the IUPUI Faculty Council, the following policy has been formulated:

Policy

During the spring semester of their third year at IUPUI, all tenure-track faculty members will undergo a comprehensive review at the school level of their cumulative progress toward promotion and tenure. This review will be forwarded to the Office of the Executive Vice Chancellor and Dean of the Faculties on or before the final day of spring-semester classes.

Implementation Procedures

In order to be as informative and helpful as possible to faculty, three-year reviews should include the following:

1. an explicit statement that it is a three-year review which evaluates cumulative progress in all three areas (teaching, research, and service) in relation to the department’s norms (for example, how do the candidate’s teaching evaluation scores relate to departmental norms on some key questions? how does the candidate’s publication or performance record relate to the department’s expectations for quality and quantity? what are the department’s expectations for service for tenure-track faculty?);
2. a clear evaluative statement of progress toward promotion and tenure;
3. concrete suggestions for the candidate to progress successfully
4. if and when applicable, recommendations concerning course load or number of course preparations per semester or changes in service expectations in order to facilitate the faculty member’s progress toward promotion and tenure
5. a current vita.
Since the primary purpose of the three-year review is to provide a frank evaluation of the faculty member’s progress toward promotion and tenure, and to make appropriate recommendations for successful progress, the primary audience for the three-year review is the faculty member. However, a secondary purpose of the reviews is to help deans and chairs have a clear sense of the cumulative progress of their tenure-track faculty, so that they may consider any recommended supports or changes in curricular assignments or service expectations in order to help these faculty members be as successful as possible. Therefore, the committee writing the reviews will need to keep all three audiences in mind: the faculty member (primarily), the chair, and the dean.

The reading by the Executive Vice Chancellor and Dean of the Faculties and the Associate Vice Chancellor for Academic Affairs is to provide a campus-level response to the reviews conducted by the school-level promotion and tenure committee. A response to the reviews from each school will be sent to the chair of the promotion and tenure committee of each school with a copy to the dean, who will forward copies to the appropriate chairs.

It is important to note that the three-year reviews are not to be confused with or substituted for the third year reviews that are conducted within a department by the chair. While the annual reviews provide a department-level layer of support and evaluation, the more comprehensive review in the third year is intended to provide a school-level and campus-level layer of support for our tenure-track faculty colleagues, ensuring that they receive a fair, frank, and helpful evaluation to assist their progress toward tenure and promotion.