

Department of Wood Science & Engineering

Faculty Review Committee Procedures

December 15, 2003

Purpose

The following is an outline of procedures to be used in the Department of Wood Science & Engineering for interim and post-tenure faculty peer reviews and for the evaluation of candidates for tenure and/or promotion. These procedures supplement the guidelines found in College of Forestry Admin Memo No. 28, *Professorial Faculty Reviews*, Admin Memo 4, *Promotion and Tenure*, and Admin Memo 3, *College Promotion and Tenure Committee*.

Scope

All professorial faculty will be periodically reviewed by their peers as prescribed by Admin Memo 28. The WS&E Faculty Review Committee is charged with conducting Interim, Promotion/Tenure and Post-tenure evaluations of all WS&E professorial faculty. Separate committees for P&T and Interim/Post-tenure evaluations may be appointed if the workload or specific circumstances warrant (such as required rank or expertise). A multi-year schedule for Interim, Post-Tenure and mandatory tenure reviews will be distributed by the Department Head to facilitate organizing the committee and to allow for advance preparation by faculty who will be reviewed. Reviews for faculty promotion will be conducted when requested. All faculty reviews and associated materials are confidential and should be treated as such.

Committee Composition

The Faculty Review Committee shall consist of at least five faculty members appointed annually by the Department Head, usually in early Fall. Those members will be selected on the basis of rank, needed expertise, Review Committee experience and their other significant service assignments. Additional committee members may be appointed from departmental faculty or from other programs to add needed perspective or counsel.

Committee members will normally be at the rank of Associate Professor or higher. Senior Faculty Research Assistants may be appointed if a Faculty Research Assistant is a candidate for promotion. At least three members of the Committee will be at the rank of Professor if candidates for that rank are to be considered. The composition of any separate P&T, Post-tenure or Interim review committees may vary depending on circumstance and faculty availability.

Committee Charge

The Faculty Review Committee is charged with fairly and objectively evaluating the professional record and activities of their peers and with providing a candid written assessment that documents their findings and achieves the purposes of the review.

The principal purpose of the *Interim review* is to assess faculty progress toward indefinite

tenure or promotion. The written Committee evaluation should identify both strengths and weaknesses of the faculty member's record, and assess the record with the position description, departmental performance norms and University guidelines. The evaluation should be clear about areas of job performance that may need attention over the next 2-4 years to be successful with the promotion or tenure process. The Interim review is advisory in nature.

The principal purpose of the *Promotion/Tenure review* is to assess whether the faculty member has met the criteria for promotion and/or tenure in accordance with University Guidelines and College of Forestry Admin Memo 4. This review is evaluative in nature and the committee's report will be a key component of further assessments conducted by the College P&T Committee, the Dean and the University.

The principal purpose of the *Post-tenure review* is to recognize good faculty and help them get better, and to identify and help underachieving faculty fulfill their potential. All tenured or continuing fixed term professorial faculty will be reviewed every five years. The nature of this review is both evaluative and advisory. The written Committee evaluation should highlight significant success in job performance and/or provide guidance for improvement. If performance as judged against position description, University guidelines or departmental norms is found to be less than satisfactory, then the Committee will draft a professional development plan in accordance with University Post-Tenure Review Guidelines. Normally, the post-tenure review is only conducted at the department level.

Committee Activities

Specific activities will vary depending on the nature of the review:

Interim and Post-tenure Reviews

Faculty to be evaluated will prepare a review dossier that includes candidate's statement and complete CV using the WS&E Guidelines for Faculty CV. This dossier normally will be due to the Department Head by **early December** so that a final version can be sent to the Review Committee immediately after the Christmas break.

Student input, based on the faculty member's position description, may be solicited in an Interim Review at the discretion of the Department Head or Review Committee. Student input is generally not sought for post-tenure review, but the Review Committee is free to do so if that will help them make a better assessment.

The Committee carefully considers the reviewee's record against their position description, University Guidelines, College Admin Memo 4 and norms of department performance, and crafts a written evaluation. The Review Committee will follow the OSU Post-Tenure Review guidelines with respect to procedures and reaching an overall performance assessment. Their written assessment should note areas of outstanding performance and make suggestions for improvement, as needed.

Interim Reviews and Post-Tenure Reviews should be completed and sent to the Department Head by **the end of February** unless the Dean prescribes a different schedule.

Promotion/Tenure Reviews

Faculty seeking promotion/tenure will inform the Department Head of their intent by **September 1**. Those promotion candidates, and faculty in their mandatory tenure review year, will work with department staff to prepare a draft P&T dossier using the University Guidelines for Promotion and Tenure Dossiers and submit it to the Department Head by **October 15**. At the same time, the candidates will also submit potential names of external reviewers and indicate if they will sign a waiver of confidentiality.

Early activities of the Committee include:

- meet with the Department Head to select external reviewers and choose how to obtain meaningful student and client input, consistent with the guidelines in the OSU Faculty Handbook.
- determine the committee work schedule to meet required guidelines,
- solicit candidates for their teaching portfolio and samples of their scholarship and other work products.

All external evaluations will be assembled in a complete dossier for the committee's review **by mid December**. The Committee will then carefully consider the candidate's professional record against his/her position description, the University Guidelines on Promotion and Tenure, College of Forestry Admin Memo 4 and department performance norms. They will prepare a written evaluation which include the results of a formal ballot of committee members for promotion and/or tenure of the candidate.

The WS&E Promotion and Tenure Review Committee shall solicit input about the candidate's performance from other faculty. Committee meetings shall be open to other departmental professorial faculty except those being evaluated. Those participating faculty are expected to have reviewed the Candidate's position description, personal statement, curriculum vitae and teaching portfolio. Those documents will be available in the Department office.

All committee members can and should participate in the discussion of candidates and in the development of the written evaluation. However, only those members at the Professor rank shall vote on those candidates seeking promotion to Professor. All Professorial committee members will vote on candidates for tenure and promotion to Associate Professor or lower rank. All professorial and non-professorial committee members will vote on promotion of non-professorial faculty.

Normally, the Committee's written evaluation will be due to the Department Head in **early January** depending on the schedule established for College-level review by the Dean. The Committee should also suggest constructive improvements in the dossier to the candidate, independent of the written evaluation.