

Annual progress toward tenure memo

The Chair and the tenured faculty (or a subcommittee thereof) are required to provide independent, annual written reports on progress toward tenure for every probationary faculty member. This memo is distinct from the annual evaluation of performance in the last calendar year. A copy of the annual progress toward tenure memo is to be given to the probationary faculty member, the Department Head/Chair and the Dean of the college (however, it is not necessary to forward it to the Provost). A sample memo is found below.

Reference E.10.3.a of the Academic Faculty and Administrative Professional manual.

SAMPLE PROGRESS TOWARD TENURE MEMO

To: Dr. XXX YYYY

From: The P&T Committee, Department of ZZZZ

Re: Annual Report on Progress Toward Tenure

The tenured faculty met to evaluate your progress toward tenure. The committee feels you're making reasonable progress, but voiced some concern about your scholarly achievements.

With regard to your research productivity, you have two papers accepted for publication and are applying for grant support. The committee recommends that you focus on getting more publications accepted going forward. At this stage, your productivity is a little behind our expectations for P&T, but your momentum appears to be in the right direction to meet the standards of the department. We are pleased to see that you've been able to win small grants that have supported the research in your laboratory. The committee supports your continued efforts to acquire one or more larger grants that will provide a more secure foundation of funding for your research program. Several experienced faculty volunteered to work with you on your next grant application.

Your teaching is very good to excellent and we note you have committed considerable time and energy to revamping XYZ333 and instituted a new course, XYZ444, which has been popular with our majors. The committee is pleased with your contributions to our teaching mission and encourages you to keep up the good work.

Your service levels are appropriate for this point in time in your career. You are doing a very good job with regard to service within the department and externally.

The committee unanimously recommended to the Chair that you be reappointed for next year. We look forward to further improvement in your scholarly achievements and encourage you to work with senior colleagues on your next grant application.

Advisory Vote on reappointment: 10 Yes; 0 No for reappointment