

Subject: Annual Meetings with Tenure-Track
Faculty Members

Date: April 13, 2020

To: Chairs with Tenure-Track Faculty
Members

From: Michael Thurston
Provost and Dean of the Faculty

Programs and departments are required to hold annual meetings with tenure-track faculty members to discuss their progress in the areas of scholarship, service, and teaching. Please review the meeting guidelines below and discuss them with your tenure-track colleague(s). We ask that you [notify](#) our office by **July 1** of the date on which the meeting was held and that a written summary of the meeting has been shared with your tenure-track colleague so that we may keep a record.

Annual Meeting Guidelines

1. In advance of the meeting, review section IV.B of the *Policy of Appointment, Reappointment, Promotion, and Tenure*, as well as your department/program **procedures** (posted online [here](#)).
2. In consultation with your tenure-track colleague, identify **at least one senior colleague** to join the meeting. If the tenure-track faculty member is affiliated with another unit, please ask if they would like to include a representative in the meeting.
3. Provide **candid, clear, and substantive feedback**. You may wish to consult the attached “Good Practice in Tenure Evaluation: Advice for Tenured Faculty, Department Chairs, and Academic Administrators”, which provides thoughtful guidelines on giving feedback to tenure-track faculty.
4. Refer to and discuss the most recent **Faculty Record Sheet and vita** of the tenure-track faculty member.
5. Discuss the faculty member’s **course feedback reports**, both the quantitative and qualitative information they provide, and explore fruitful ways the faculty member use this feedback to improve as a teacher.
6. Prepare a **written summary** of your meeting, including the date and topics discussed, to be shared with your tenure-track colleague after you meet. Invite them to reply to the summary in writing.
7. Special circumstances:
 - a. When tenure-track faculty are off-campus for a **sabbatical or leave**, please try to hold the annual meeting as soon as possible once they return.
 - b. Chairs who have completed a **reappointment review** of the tenure-track member this semester have satisfied the requirement for the annual review.
 - c. In the case of faculty being reviewed for **tenure** in 2020-21, it is important to avoid providing advice or mentoring during the annual meeting. However, the meeting should include a substantive discussion of scholarship and teaching in the context of providing evaluative feedback.

These are important meetings that serve multiple interests. The progress and well-being of tenure-track faculty members during the probationary period impacts the academic progress of our students and the good of the program or department as a whole. Since the responsibility for these meetings is jointly shared by you as chair with the tenure-track member, I am also sending a copy of this memo to all members of the tenure-track faculty.

April 13, 2020
Page Two

I am happy to meet with you to talk about productive strategies for conducting these conversations, if that would be welcome. The Deans, too, meet regularly with tenure-track members but we cannot bring the departmental and disciplinary perspectives that you bring. So we thank you in advance for attending to these annual meetings.

cc: Tenure-track faculty members