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.
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