

Department of Biological Sciences 2016

Post Tenure Review Process

- 1) Tenured Associate Professors will be reviewed every 5 years, beginning 5 years after their appointment at the University of Delaware or their promotion. Tenured Professors will be reviewed every 7 years beginning 7 years after their appointment at the University of Delaware or promotion. Faculty within 3 years of retirement will not be reviewed.
- 2) The faculty member under review will submit a dossier that will consist of:
 - a. A personal statement which includes two parts:
 - i. A summary and self-evaluation of professional accomplishments in the last five years
 - ii. A plan for professional development over the next 5 years
 - b. A copy of the faculty member's full CV which should include at minimum: full citations for all publications, all grants funded and submitted, all courses taught, and a full description of university, professional and community service activities
 - c. Copies of the last five annual performance evaluations
 - d. The faculty member may optionally include in the dossier any materials that he or she regards as appropriate and convincing evidence of his or her abilities in the three major areas of evaluation (research, teaching and service).
- 3) The faculty member's dossier and any other evidence gathered by the committee under university guidelines (such as peer reviews of teaching, outside letters, etc.) will be evaluated in the three areas by the Faculty Development Committee or another committee designated by the department chair. This evaluation will be submitted to the department chair in writing.
- 4) After review of the dossier and the committee evaluation letter, the department chair will hold a meeting with the faculty member and discuss his or her evaluation. The chair will then write an independent evaluation and both evaluations will be forwarded to the dean with copies to the faculty member.