

January 29, 2014

MEMORANDUM

TO: CAHNRS and Extension Administrators

FROM: Ron Mittelhammer



SUBJECT: Third-Year Tenure Progress Review

Attached are instructions and forms from the Provost for the 2014 Formal (Third-Year) Tenure Progress Review. Also attached are guidelines for preparing the review materials.

Third-year reviews are to be cumulative and consistent with yearly progress toward tenure and annual review statements. The reviews should consider the accomplishments, as well as the overall focus and long-range goals, of the person being reviewed.

Prior to the faculty member preparing his/her third-year review materials, I am requesting that the chair/program director meet with the candidate and reach agreement on a position description which describes the candidate's responsibilities. Hopefully, this position description already exists, but we want to be certain there is a "meeting of the minds" on the position responsibilities. One would expect these responsibilities to be aligned with those included on the notice of vacancy on which the person was hired and the subsequent appointment letter.

It is important that the analysis provided by the unit leader clearly articulates any areas needing improvement. While we want to provide praise for the strengths of a candidate's record, overly laudatory statements concerning areas needing improvement can be misconstrued and lead to conflicting messages.

For those with teaching appointments, all dimensions of teaching performance must be considered carefully, including the teaching portfolio. For faculty located at research and extension centers, the research and extension center director should play an active role in the third-year review and the review statement should be signed by the director. Consistent with our new Extension organization, the program directors will lead the review of county/regional faculty.

The department chair/program director should provide an advisory recommendation form to all tenured faculty members in the department or program. Faculty should be instructed to not only check the appropriate recommendation statement, but also include commentary rationalizing their recommendation. **If some or substantial improved performance is needed, the faculty recommendations should indicate exactly what needs improvement.**

A listing of your unit's tenured faculty members will be uploaded this week into your unit's folder on the SharePoint site.

Guidelines for preparing each major element (section) of the third-year progress toward tenure document are included titled CAHNRS and Extension Guidelines for Preparing Third-Year Progress Toward Tenure (Supplemental to Provost's Guidelines), January 2014.

As last year, the majority of the dossier will be uploaded onto the SharePoint site. Please forward only the ORIGINAL progressive review form and advisory recommendations of tenured faculty in a three ring binder to the CAHNRS Dean's office by **MONDAY, MARCH 3, 2014**. In addition to this binder, units will also need to upload numbers 1-6 and 8 onto the SharePoint site. *This year we ask that all documents be uploaded as PDF files.* If you need assistance with converting files to a PDF please contact the Dean's Office. Please use the following link to access the site:

<https://sharepoint.cahnrs.wsu.edu/3rdYrReview/13/default.aspx>. (Number 7 – Recommendation forms of tenured faculty SHOULD NOT BE UPLOADED.)

Lisa Janowski or Kathy Stilwell will schedule review sessions with appropriate unit administrators. The Dean of CAHNRS and associate deans will review each of the dossiers and meet with you to review each candidate.

REMINDER: The recommendation forms are NOT to be duplicated.

Atts.

Cc: Daniel Bernardo