

Interoffice Communication

DATE: Feb 10, 2020

TO: Department Chairs, College of Engineering
Cc: Engineering Caucus Chair

FROM: Sriram Sundararajan, Associate Dean for Academic Affairs

SUBJECT: College of Engineering process for preliminary review of tenure track faculty

To comply with the changes in the college governance document (Section 5.a.2), related to the preliminary review process, which was approved in Fall 2019, please find below the timeline and sequence of actions related to feedback and communication to the faculty for preliminary reviews. This process is effective immediately.

1. The department review committee prepares a memo addressed to the department chair summarizing strengths, concerns and reservations in relation to the areas of responsibility of the faculty member's PRS. Please remind the committee that their memo should NOT include a recommendation on the reappointment.
2. The department chair prepares a letter addressed to the faculty member, referencing the contents of the committee's memo, and adding additional perspectives, to provide specific actionable feedback to the faculty member as well as a recommendation regarding the reappointment*.

Please use the following phrase or similar so the faculty member is aware of the process: '*I recommend/The department recommends ... (the reappointment option you are recommending). The final reappointment decision will be made and communicated by the Dean of Engineering.*'

Department chairs are encouraged to work with the department review committee as needed to clarify any points prior to finalizing the department chair's letter. Department chairs may also consult the Dean's office (POC: ADAA, Sriram Sundararajan) to discuss any aspect of the reappointment, if needed.

3. **On or before the college's deadline** to submit dossiers to the Dean's office, the faculty member should receive the committee's memo (from step 1) from the committee chair and the department chair's letter (from step 2) from the department chair. The department chair may coordinate the timing of the communications with the committee chair.
4. The faculty member dossier, including both committee memo and department chair letter and faculty materials, is submitted to the Dean's office (POC: Executive Assistant to the Dean, Heather Shupick) on or before the college's deadline.
5. The Dean's office will review dossiers and prepare reappointment decision* letters that may include additional specific feedback. The Dean's office (POC: ADAA, Sriram Sundararajan) will reach out to department chairs for any clarification and discussion as needed, prior to finalizing the reappointment decision letters.
6. The Dean's office will send reappointment decision letters to faculty members (cc: Department Chair) the **first week of April**.
7. Following receipt of the Dean's letter and **prior to May 15th**, department chairs should meet with the faculty member to discuss all the feedback communicated through the three letters to ensure that the faculty member has a good understanding of the needed actions etc.
 - a. If the decision to reappointment includes an additional review, this should be made clear to the faculty member during the meeting with the chair. For such a re-review, the faculty member shall include, in a letter to the Department Chair, a summary of the reservations and specific steps recommended to be taken from the last review as well as how they were addressed.

*Reappointment recommendations and decisions must be one of the following:

1. Reappointment with no reservation
2. Reappointment with no strong reservation, but with specific issue that need to be addressed
3. Reappointment with reservation and specific steps to be taken (may entail a one- or two-year renewal with an additional review scheduled before the mandatory tenure review)
4. Non-reappointment with specific reasons