

College Policy on Progress-toward-tenure Reviews

Last revised: September 8, 2025

Separate from the annual merit review process, Chairs are expected to consult with the tenured faculty in their departments regarding the progress of assistant professors in their units. The assessment of progress toward tenure should take place every year, with the exception of the first year of the probationary period and in the years of the mandatory mid-point and final reviews. Normally, then, these reviews would take place in the second, fourth, and fifth years of the probationary period.

The consultation on progress toward tenure may take place electronically and should involve a formal vote of the regular faculty and is typically based upon such evidence as the CV, recent examples of scholarship or artistic production, and a career statement of any assistant professors who are in their second, fourth or fifth years of the probationary period. A reporter, elected by the voting faculty, consistent with the policy described in the Faculty Manual (Section C 13.4) for special reviews, should prepare a written summary of the discussion. The summary should indicate the manner in which tenured departmental colleagues were consulted and the tenor of the discussion, but should not disclose the vote. The Chair should prepare a separate memorandum to the Dean that indicates his/her interpretation of the deliberations as well as the numerical vote tally. Subsequent to the meeting of the voting faculty, the voting faculty and each candidate shall be informed promptly by the Chair of the relevant recommendations of the voting faculty and of the Chair. Following review by the Dean, the Chair may be asked to provide written feedback to the candidate(s). This process may be used to guide but not replace the Chair's recommendation on annual merit increases.