

Procedures for Pre-Tenure Reviews College of Arts and Sciences

The College of Arts and Sciences' policies and procedures for pre-tenure review conform generally to policies and procedures set forth by Winthrop University Academic Affairs, here (see procedures, sections 5 and 6):

<https://apps.winthrop.edu/policyrepository/Policy/FullPolicy?PID=381>

Probationary faculty in the College of Arts and Sciences participate in a pre-tenure review (usually in the third probationary year) to evaluate their progress toward tenure. The pre-tenure review provides probationary faculty members feedback on their achievements and suggestions for future actions considering the criteria for tenure at Winthrop University. The pre-tenure review is an integral part of the development of probationary faculty members.

The review is conducted by a committee of faculty peers and by the department chair. Written reports on the review – those of the committee and of the chair – are forwarded to the dean who will meet with the faculty member to discuss the review. The pre-tenure review letters, as well as any written faculty reply, are to be included by the faculty member when applying for tenure.

The pre-tenure review usually takes place in the spring semester of the third year of the faculty member's probationary period. If a faculty member is hired with one- or two-years' credit toward tenure, the review will take place in his or her second year of employment at Winthrop. If a faculty member is hired with three years' credit toward tenure, a pre-tenure review will ordinarily not be conducted unless the review is requested by the faculty member. All other tenure-track faculty will undergo the third-year review. Application and review for promotion will not be substituted for pre-tenure review.

Faculty members hired to a tenure-track position prior to fall 2021 have the option whether to include pre-tenure review letters in their tenure application. Those hired to tenure-track position fall 2021 or later must include the review.

Procedures for pre-tenure review:

1. The department chair informs the faculty member of the schedule for the pre-tenure review (see below) and provides information on the criteria and recommended documentation for tenure.
2. The department chair appoints a committee of at least three tenured faculty members, which may include faculty member(s) from outside the department.
3. The faculty member to be reviewed prepares documentation for the committee following the format for tenure review (<https://apps.winthrop.edu/policyrepository/Policy/FullPolicy?PID=381>). The pre-tenure dossier must be submitted via the Interfolio online application system.
4. The department committee reviews the documentation according to the criteria for tenure. The committee drafts a report for the faculty member indicating the individual's progress toward tenure with specific recommendations regarding any areas in need of development. The committee forwards its report to the department chair via the Interfolio online application system.

5. The department chair indicates in writing his/her/their degree of agreement with the committee's report, submits this to the Interfolio application system and meets with the candidate to discuss the report from the committee and the chair's letter.
6. The written reports are forwarded to the dean, who meets with the faculty member to discuss the reports and the faculty member's progress toward tenure.

Schedule for Pre-Tenure Reviews

September 15	Department chair notifies the faculty member that the pre-tenure review will be conducted.
February 15	Documentation for the review submitted by the faculty member to the department chair, who shares it with the committee.
March 15	Committee report due to department chair.
March 31	Recommendations shared with faculty member.
April 15	Recommendations forwarded to the dean.
May 1	Dean discusses review and recommendations with faculty member and department chair.

- **Revised October 2021**