Pre-Tenure Review Policy
Department of Sociology
(adopted 12/3/02 by faculty vote)

**Background**
In an effort to provide tenure-track professors more complete and more detailed information from all faculty who will be making recommendations with regard to the tenure recommendation, this policy is initiated. The Department policy and process will be consistent with University policy as outlined in Policies E-50A, E-20A, and E-10.

**Pre-Tenure Review Process**

1. All tenured faculty of the department will form a panel to review the tenure candidate’s materials.
   a. The panel will be formed in the fall term each year as needed.
   b. The panel is not expected to meet collectively, but will perform their work individually.
   c. The department chair will establish appropriate deadlines for completion of all work related to this policy.

2. Each tenure-track faculty member (tenure candidate) will be reviewed during his/her first year and third year of service at SFA.
   a. The first year review will occur before February 1st of the academic year so that on or before February 1st, the candidate will be given evaluation by the individual faculty members and the chair of the department.
   b. If a candidate brings in previous years of service to the University, the review will be conducted during the individual’s first year regardless of the number of years the candidate brings to SFA from another university.
   c. The candidate will go through a third-year review unless the candidate is being reviewed for tenure during the third year of service at SFA. A third year review may or may not be conducted based on the number of years credited to the individual for previous service.
   d. The tenure candidate is responsible for providing appropriate information to the panel for its consideration.
   e. The first-year review is based on the fall semester’s performance. The third-year performance is based on 2 and half years performance.

3. The panel as individuals will review all materials supplied by the candidate and write a report in a timely manner.
   a. Each tenured faculty member must write an evaluation noting the strengths and weaknesses of the candidate, provide objective evaluation of the candidate’s performance in teaching, scholarly activity, and service, and then write a report of observations, findings, and suggestions for improvement.
   b. As part of the report, the faculty member must include a statement indicating whether or not, in his or her view, the candidate is making satisfactory progress toward tenure and promotion. One of three alternatives, or recommendations, concerning the evaluation of the candidate will be included:
i. Satisfactory, worthy of tenure  
ii. Unsatisfactory, but tenure can be achieved with work  
iii. Unsatisfactory, dismiss  
c. Each faculty member will sign a copy of the evaluation.

4. The chair of the department must write a separate report.  
   a. He or she may include information not known or included in the individual reports.  
   b. The chair will review the faculty reports, the candidate’s materials, and other appropriate information before writing a report to the Dean. The chair must also indicate whether or not the tenure candidate is making satisfactory progress toward tenure.  
   c. The report and the individual faculty member reports will be forwarded to the Dean of the College for his/her review and action.

5. The written reports will be given to the candidate in an interview with the department chair.

6. The candidate may respond to the reports in a written report to the Dean.

7. Following the first year review, a candidate may or may not be reappointed. If the candidate is not reappointed, the candidate must be notified by the University in writing by March 1st of that academic year.

8. Following the third year review, a candidate may or may not be reappointed. The panel and chair recommendations must be received by the candidate on or before May 1st of the academic year so that the tenure candidate will receive the information by May 1st. If the candidate is not reappointed, the candidate must be notified in writing at least twelve months before the expiration of the probationary appointment. Following the final decision not to re-hire the individual, the individual would receive from the University a final, one-year contract for the following academic year.

Criteria to be used in the Review Process
Considering all three areas, the department gives the most weight to teaching, then research, followed by service; these emphases are reflected in the department merit formula as well as other department policies. However, individual faculty members may give different weight to items contained within the three major areas of performance. For example, one faculty member may give more weight to the numeric scores of student evaluations than another faculty member.

Teaching
Tenure-track faculty are expected to demonstrate satisfactory teaching. Evaluation will be based on the following (list is not exhaustive):

- Mandatory items for inclusion:
  - A class syllabus for each course taught
  - A statement of teaching philosophy
• All student evaluations, including the numeric scores and the hand-written comments from students
• Grade distributions for all classes taught
• Other relevant material may be included

Tenure candidates should document their work in this area using appropriate techniques.

Scholarship
Tenure candidates must make satisfactory progress in this area. Materials that the candidate should include are (list is not exhaustive):
• Publications
• Manuscripts in progress
• Conference presentations
• Grant applications and awards
• Other scholarship activities
• Include other relevant material

Service
Tenure candidates must demonstrate satisfactory service. The list of possible service areas follows (list is not exhaustive).
• Professional services to the department, college, or university such as committee service. The candidate should identify the committee or task name, committee assignments, frequency of meetings, and number of hours spent engaged in committee work.
• Professional consultation services
• Professional association membership
• Professional association leadership such as being an officer in a professional association
• Acting as a panel chair or discussant at professional meetings
• Review of books and journal articles
• Community service activities
• Work with student organizations
• Include other relevant material

Policy Revisions
This policy must be reviewed, modified as needed, and approved in a vote of the faculty at least once every three years during the fall semester of the academic year. Any full-time faculty can make suggestions for revision to the policy through a written note to the department chair. The chair will notify faculty members of the proposed revision. A discussion and vote may occur in order to change the policy.