

To:

From:

Date:

Subject: Fourth-Year Pre-Tenure Review

My records show that you have just completed your third year as a faculty member at Loyola University. Your evaluation this coming year will be a more extensive review than you have had in the past. The primary purpose of this review is to give you a clear indication of your progress toward tenure and to offer constructive suggestions for self-improvement. It will include an in-depth evaluation of your teaching effectiveness, your scholarly works, any grant and contract efforts you have made, and other university and professional service activities. The review will extend beyond certifying adequate teaching performance and focus on your creative ability, productivity, and potential to excel. It will also help you to begin assembling materials for your eventual tenure application.

You should submit the same materials you would if you were being evaluated for tenure. In creative fields performance and exhibition are counted as research activity. In technical fields research activities may include applied projects which directly support the needs of an industry, community, or government agency and which result in a technical report. The materials you submit should include those of the following that are appropriate to your discipline:

I. Copy of your Updated Résumé (Please separate and label items in the sections on teaching, research and service according to whether the work was done before or after being hired at Loyola)

II. Personal Reflection on your growth and plans for the next three years for your personal development in the areas of Teaching, Research, and Service

II. Teaching Effectiveness

- a. List of courses taught by semester, including directed readings or research, independent studies and theses mentors (indicate which courses were new)
- b. Copies of syllabi for all courses taught at Loyola

- c. Creative teaching techniques, including the use of technology
- d. Results of all student questionnaires along with written student comments
- e. Results of all peer evaluations received. (Please feel free to include any solicited or spontaneous letters of comments from students or colleagues related to your teaching but please indicate if they were solicited and by whom. Please include yearly departmental reviews and reports from class visitations.
- f. Evidence of student advising and counseling
- g. Course development grants/pedagogical workshops/external grants
- h. Any other items pertinent to teaching in the order that makes the most sense

III. Scholarly Activity and Research

- a. Copies of **all** publications (books, articles, reviews)
- b. Copies of all technical reports for government agencies, companies, etc.
- c. List of performances or exhibitions (copies of slides, films, or videotapes) and indicate distribution status of the finished product)
- d. Creative software and significant educational media for extramural use.
- e. Written reviews of any of the above items
- f. List of papers read, posters or presentations made at professional conferences (entire citation includes: title of paper, names of co-authors (if any), name, date, and location of conference)
- g. Seminars on or off campus in which you were an invited participant or panel member
- h. Meetings attended
- i. List of grants applied for and grants awarded
- j. List of any awards received

IV. Service

- a. List of service on Departmental, College, and University committees and task forces or with university offices. List any evidence of leadership.
- b. Special service for the benefit of Loyola (e.g., program director, representation at meetings or public functions, efforts to support recruiting and retention goals of the university, sponsorship of student activities, etc.)
- c. Service to the New Orleans Community (activities in the area of one's professional competence on and off campus)
- d. Service at the state, national and/or international level (activities in the area of one's professional competence)
- e. Contributions to the profession (e.g. membership in professional organizations)
- f. Departmental infrastructure grants
- g. Other service to the New Orleans community and beyond

Please organize all your materials in the order listed above and include them in a binder or binders as you will need to do for your tenure application.

This evaluation will serve as your evaluation for the year. The tentative timetable we will follow for 2011 is listed below¹:

January 19 Faculty member submits materials concerning pre-tenure review to department chair for review

February 19 Chair submits comments to the dean concerning pre-tenure review, providing a copy to the faculty member.

February 26 Dean submits pre-tenure review report to the provost with a copy to the faculty member

This is also your first year of eligibility for promotion to associate professor. If you believe your credentials are exceptional and your department chair is confident that your progress toward tenure is not likely to be hampered, you may wish to apply for promotion to associate professor. In that case, you will submit the same materials listed above in lieu of your Pre-Tenure Review and will follow instead the schedule for tenure. In addition to the other materials you will submit, you will be expected to submit letters of recommendation from extramural reviewers as outlined in the below. The decision to promote you will be based on the norms for promotion outlined in Chapter Four of *the University Faculty Handbook* and in the protocol of your department. Please consult the Norms for Appointment and Advancement (Chapter 4, subsection 3, Associate Professor). The process to be followed is outlined in both the *University Faculty Handbook* and in the *College of Humanities and Natural Sciences Handbook*.

If there is anything I can do to assist you in preparing for this review, please do not hesitate to contact me.

cc: Provost
Chair

¹ We have not yet received confirmation of these dates from the Office of the Provost, and therefore they may change slightly.

