

To:

From:

Date:

Subject: Pre-Tenure Review

My records show that in the spring of 2016 you completed your third year towards tenure as a faculty member at Loyola University New Orleans. 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. The materials you submit should include those of the following that are appropriate to your discipline. The list, which originates from the CRTC required documents for tenure and promotion, excludes external letters of evaluation. For two years now we have been conducting pre-tenure and tenure reviews through Blackboard. Please contact the Blackboard Manager at the Monroe Library and ask that he create a Blackboard account for this purpose. The site should be organized in accordance with this materials list.

**I. OVERVIEW**

1. [[1]](#footnote-1)Cover letter from the candidate describing his or her contributions in the three areas of teaching, research and service and any special considerations. If candidate received course releases, research leaves or sabbaticals, the candidate should address how the time was used to improve the faculty member’s profile and standing at Loyola. The letter should be no more than four pages in length.
2. Recommendation Letter from the unit leader describing the candidate’s career at Loyola and the unit’s discussion and vote tally. The letter should discuss the candidate’s teaching, research and service in reference to Faculty Handbook and the unit’s protocol expectations. The letter should reference the results of teaching evaluations (peer and other), external evaluations of research, and any other significant aspect of the candidate’s contributions to Loyola. The unit leader should make clear any areas of concern the candidate needs to address in order to achieve a positive tenure vote in the future.
3. Academic Curriculum Vitae which lists all research publications, artistic achievements, service, grants, and papers presented, etc. Refereed and non-refereed publications should be distinguished. Joint authors of articles should be listed in the order in which they appear.
4. A copy of the unit’s protocol.

**II. TEACHING RECORD**

1. Courses taught, including directed research or readings, independent studies and theses mentored
2. Courses created
3. Creative teaching techniques
4. Describe any deviations from the standard teaching load
5. Annual evaluations by the candidate’s academic unit and any peer evaluations of teaching.
6. Teaching evaluation letters by students who have graduated or are not currently enrolled in a course.
7. Course development grants/pedagogical workshops attended
8. External grants related to teaching or mentoring of students
9. Awards related to teaching
10. Computerized summaries of teaching evaluations
11. Syllabi of all courses taught at Loyola University New Orleans
12. Any other items pertinent to teaching in the order that makes the most sense

**III. RESEARCH AND SCHOLARLY ACTIVITY**

1. \*
2. Publications prior to joining Loyola’s faculty (Complete references and copies of representative work)
3. Publications since joining Loyola - Provide complete references and a copy of each piece of scholarship and ***clearly*** state the publication status of item. Letters of acceptance from the editor should be included in front of any items not yet published, but clearly accepted for publication. The candidate may also select letters submitted to the editor by reviewers regarding the evaluation of that as of yet unpublished work. Please use the following terms (you may provide additional descriptors) to describe work not yet published: Accepted; Submitted; Under contract
4. Professional Reviews of published work
5. Papers or posters presented (title of paper, name and date of conference)
6. Research proposals authored or co-authored (indicate status of funding)
7. Exhibitions/Performances on or off campus
8. Interviews/Panel discussions on or off Loyola’s campus
9. Seminars on or off campus in which you were an invited participant
10. Meetings attended (indicate those in which professional presentations were made)
11. Research related awards
12. Future research plan
13. Any other items pertinent to research in the order that makes the most sense

\*Letters from external authorities will be needed in III.A. for the tenure review but not for the four-year or the pre-tenure review

**IV SERVICE**

1. Service on university, college and/or unit committees
2. Special service for the benefit of Loyola (representation at public functions, meetings or drives)
3. Service to the New Orleans community (activities in the area of one’s professional competence on or off campus)
4. Service at the state, national and/or international level (e.g. IV C)
5. Contribution to the profession (membership/service in professional organizations; article/grant reviewing; editorships)
6. Department infrastructure grants or other grants related to service
7. Student advising
8. Awards for service
9. Other service to the New Orleans community and beyond

This evaluation will serve as your evaluation for the year (unless you are in your second year at Loyola in which case you will be evaluated twice). The tentative timetable we will follow for 2014-2015 is listed below:

* Early February—Faculty member submits materials concerning pre-tenure review to unit leader for review.
* End of February—Unit leader submits report to the Dean concerning pre-tenure review, with a copy to the faculty member. Dean is given access to the pre-tenure review Blackboard site.
* Mid/end of March—Dean submits pre-tenure review report to the Provost with a copy to the faculty member.

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

Cc: chair

1. May be as a cover letter or divided and placed at the beginning of the pertinent sections [↑](#footnote-ref-1)