

Procedure for 4-Year Review of Associate Professors Department of Chemistry

The following procedure was implemented on March 18, 2013, with the approval of the Planning, Staffing, and Resources (PSR) Committee and the CSE Associate Dean for Faculty Affairs. This procedure was adopted in order to comply with the following requirement from the “*Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty* (2012), section III.A.”:

No less frequently than every four years, the unit's tenured faculty at the rank of professor shall review the progress toward promotion of each associate professor with tenure. This review will provide the associate professor with feedback about his or her progress towards meeting the criteria in subsection 9.2 of Faculty Tenure and in the unit 7.12 statement. The four-year review of tenured associate professors must be reported in writing by the unit head. The associate professor meets with the unit head to discuss the review and signs the report of the review to acknowledge that the review took place. The report is forwarded to the dean or chancellor and to the senior vice president for academic affairs and provost.

The information described in this document is more specific but consistent with and complementary to the University of Minnesota “Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty” (dated October 15, 2007; <http://tinyurl.com/UMfactenureprocess>) and the Department of Chemistry 7.12 statement (<http://tinyurl.com/CHEM7-12>).

Acting on behalf of the faculty at the rank of Professor, the PSR Committee will review the performance of each Associate Professor by the end of the spring semester of the fourth year after appointment or promotion to that rank and every fourth year thereafter. Members of the PSR Committee who are not at the rank of Professor will be recused from involvement in this review. The responsibilities of the candidate, the PSR Committee, and the Department Chair are as follows:

1. Candidate Responsibilities in Preparation for Review

- Prepares a subset of the items required for a dossier as proscribed by the document “CSE Dossier Format 2010-11” (available at <http://tinyurl.com/CSEforms>). The subset of items are (as defined in the format document): B1 (resume/CV), B2 (teaching items), B3 (reprints and research summary) and, if applicable, A5 (supplemental statement) and/or B6 (additional material). The format of the items should adhere to the guidelines proscribed by “CSE master CV P & T” (available at <http://tinyurl.com/CSEforms>).
- Submits the subset of items for the dossier in a timely manner to the Assistant to the Chair for distribution by the Assistant to the Chair to the PSR Committee. The subset of dossier items prepared by the candidate should be submitted by the last working day of the second week in March to the Assistant to the Chair, who will ensure that it is complete and will then compile it into a single document (PDF). The Assistant to the Chair will then transmit this single document to the Department Chair and the members of the PSR Committee by the last working day of the third week in March.
- Is responsible for the accuracy and integrity of the materials he or she submits.

- Is responsible for and is required to incorporate all additional information in the dossier as requested by the PSR Committee, the Department Chair, and relevant college and university committees.

2. PSR Committee Responsibilities in Completing the Review

- Is responsible for analyzing the candidate's case and should meet at least once to discuss it. The PSR Committee may also schedule a meeting with the candidate or contact them to discuss any submitted material or any other matter relevant to the tenure decision, and may request from the candidate any additional material needed to assess the candidate's research, teaching, and service.
- With the Department Chair, ensures that the candidate has submitted all appropriate materials for the dossier for the review.
- Will provide a written report to the Department Chair describing the candidate's progress to the Department Chair, in accordance with Section V.C. of the Department 7.12 statement. The written report is due the last working day of the second week in April.

3. Department Chair Responsibilities in Completing the Review

- Is responsible for ensuring that the applicable departmental and UM regulations are followed.
- Ensures that members of the PSR Committee are properly elected by the faculty.
- Informs or updates the PSR committee of department actions that are relevant to the review.
- Completes the UM form 13 on the basis of the latest annual review of the candidate and the written report completed by the PSR Committee. After completion, the Department Chair meets with the candidate to discuss both the form 13 and the written report and then provide the signed form 13 to the requisite University administrators by the last day of the spring semester (Dean of the College of Science & Engineering, who after reviewing it will then forward it to the Vice Provost for Faculty and Academic Affairs and the Provost).

Summary of Procedure

- Last working day of the second week in March: Dossier items submitted to the Assistant to the Department Chair
- Last working day of the third week in March: Assistant to the Department Chair transmits dossier items as single PDF to the PSR Committee and the Department Chair
- Last working day of second week in April: PSR Committee submits written report to the Department Chair
- Last day of spring semester: Department Chair submits signed form 13 to the Dean of CSE.