

FACULTY

Second-Year Review Instructions

(Revised: June 12, 2013, October 26, 2016, June 2017, December, 2018)

Deadline. All materials, including the counseling letter draft, need to be received in the Dean's Office by **February 15** of the academic year in which the review is conducted.

Purpose. The second-year review is primarily for formative feedback and is expected to lead to the faculty member's second (and two-year) pre-tenure appointment. The review is focused on the following questions:

- Has a research program with apparent promise been started?
- Is this person's teaching progressing satisfactorily?
- What should this person do to maximize the development of his or her research program?
- What should this person do to improve his or her teaching?

Basic Requirements. This review requires the following:

- Full departmental review based on the work of a committee of tenured faculty members that oversees the review, assembles documentation, and develops a written recommendation that subsequently is brought to the department's tenured faculty members for discussion and a vote
- Committee review report
- Discussion and double-blind vote by department's tenured faculty (chair should not vote as they will render their independent evaluation later in the process)
- Summary of discussion by department's tenured faculty
- Chair's memorandum, including the results of the double-blind vote (by tenured faculty members), chair's independent analysis of the strengths *and weaknesses* of the case, and a recommendation regarding reappointment (a two-year term is normal).
- Draft of the chair's counseling letter
- Supporting documentation:
 1. Reviewee's personal statement (no longer than 10 double-spaced pages)

2. Reviewee's current CV (with date it was produced) including annotations regarding the reviewee's role in coauthored publications
3. Copies of up to three publications and manuscripts completed at Vanderbilt
4. Summary of teaching evaluations, including students' comments and departmental averages
5. Reports from two faculty members who have each observed the reviewee's teaching on at least two occasions, not in the same class period
6. Other evaluation(s) of teaching (optional)
7. Letters from internal referees (optional)

Confidentiality. Vanderbilt University regulations stipulate that all materials in a second-year review file, including the review report, can be seen only by the tenured faculty of the department, the Dean, and the Dean's advisory committee. In particular, the review report may not be shared with the faculty member whose work has been reviewed (the counseling letter provides such feedback after the review process is fully completed). Staff members who provide clerical support must maintain strict confidentiality.

Review committee. The members of the review committee must be tenured faculty, and the committee must submit a report. While non-tenured faculty and students may not serve on the committee, their input may, of course, be sought.

Copies of publications and manuscripts. No more than three should be provided and may include items submitted for publication. Include only material published or produced since the reviewee joined the Vanderbilt faculty.

Teaching evaluations. For each course taught at Vanderbilt, means and standard deviations of all course evaluation questionnaire items must be reported along with students' written comments (typewritten). Please use the Excel template available from the Dean's Office (Dawn Hale, Dean's assistant) for reporting quantitative data. The review report should focus on items 4, 7, and 9 (pre fall 2016) and items 12, 13, and 14 fall 2016 forward. Please clarify any anomalous results and supplement questionnaire data with appropriate additional information, including department norms and evaluations of the reviewee's syllabi.

Teaching observations. Two different faculty members (who need not be faculty review committee members) must observe the reviewee's teaching on at least two occasions (i.e., a total of at least four observations). They should not observe the same class period. Additional observations should be made if performance appears inconsistent or weak. Each observer's report should be in the form of a memorandum or letter to the review committee.

Internal referees. Optional internal referees might, for example, include persons who have carefully reviewed a manuscript produced by the reviewee, who have collaborated with him/her, or who have experienced him/her as a mentor or teacher. Letters from external referees are not

sought for this review because external reviewers are “saved” for the tenure review. Letters from internal referees are *not* required nor are they encouraged.

Review report. The review report should contain the following information:

- Reviewee’s terminal degree, year earned, institution, and area(s) of study
- Postdoctoral study/employment history prior to joining the Vanderbilt faculty
- Year and semester of appointment to Vanderbilt faculty
- Details of any leaves (e.g., due to illness) since appointment at Vanderbilt
- Summary of reviewee’s scholarly foci
- Progress toward establishment of research program
- Recommendation of steps reviewee should take to maximize development of his or her research program
- Progress toward achievement of effectiveness in teaching
- Recommendation of steps reviewee should take to improve his or her teaching
- Reviewee’s service so far and recommendations regarding future amount and types of service
- Recommendation regarding reappointment

Summary of discussion by department’s tenured faculty. This should include the issues that were raised in the meeting, the strengths and weaknesses of the case that were noted, and suggestions regarding advice that should be given to the reviewee. Attribution of remarks to individual members of the tenured faculty should not be made. A double-blind vote is required.

Counseling letter. The purpose of the chair’s counseling letter is to provide realistic and detailed guidance, in an encouraging and supportive framework, to the reviewee regarding his or her progress and actions that may need to be taken to help achieve a trajectory likely to result in a positive tenure review. Recommendations from the review report and the deliberations of the tenured faculty should be incorporated in a form that can help the reviewee redirect his or her effort (if appropriate), better understand productivity expectations, understand specific steps to be taken to obtain help that may be needed to launch research or improve his or her teaching, and adjust involvement in service activities (if necessary). A sample counseling letter is available from the Dean’s Office.

Time line for review. The second-year review includes the following steps:

September –

Chairs of the review committee and department chairs meet with the Dean to discuss the process and expectations.

Fall Semester –

Faculty member (reviewee) supplies:

- Reprints of publications and/or manuscripts submitted for publication as Vanderbilt faculty member (no more than 3)
- Personal statement (no more than 10 double-spaced pages)
- Course syllabi
- Current CV including annotations regarding reviewee's role in coauthored publications

If not previously done, reviewee's teaching is observed by two faculty members on at least two different, non-overlapping occasions per observer.

Student evaluations of teaching (excluding current semester) are assembled.

January –

Review committee drafts review report, taking fall teaching ratings and any additional materials (recent reprints, comments on fall teaching ratings, etc.) from reviewee into account.

Tenured departmental faculty members meet, discuss review report and other materials in review file, and vote on reviewee's retention.

By February 15 –

Department chair or their assistant uploads review file, including chair's recommendation letter, review report, and draft of counseling letter. (Dawn Hale has the instructions.)

March –

Dean sends recommendation to Provost.

Late in spring semester –

When Provost's approval of retention has been received, Dean works with department chair to finalize counseling letter.

Counseling letter shared with reviewee, who meets with department chair to discuss its contents and signs acknowledgment of receipt and discussion of letter; copy of cosigned letter sent to Dean.

Official reappointment letter sent to reviewee from Dean.