

B. Tenure-Related Assistant Professors: Contract Renewal Review

The contract renewal review, typically at the end of the third year of the probationary period, is extremely important for tenure-track faculty. For timing of this review, please see [Section XIV.F](#). The objective of the review is to assess realistically whether a faculty member is on a timely course toward tenure. Continuation of a tenure-related contract should occur only when the individual's record of concrete achievement clearly demonstrates that likelihood.

A thorough review of an untenured assistant professor's performance at the university should be conducted in winter or early spring of the predetermined year of the contract renewal review, as specified in the contract, regardless of the FTE level of the appointment, and no later than the time of contract renewal. This review should be similar to a tenure review, although letters from outside referees are not normally included. If letters of evaluation are sought, the faculty member under review must first be asked to sign a statement of waiver or non-waiver of access to the letters, and potential referees be informed of the statement. **No confidential materials may be solicited or included in the review file, unless the faculty member has signed a waiver of access.**

This review should also include a current vita and a brief statement by the faculty member about his or her professional activities, scholarly accomplishments, and plans for the future. The department should offer the faculty member its rigorous and candid evaluation of the teaching, research, and service undertaken to date, and its best advice about the future.

PLEASE NOTE: upon completion of the review and departmental vote, but prior to sharing it with the faculty member under review, the department head must contact the appropriate associate dean to discuss the review. After a discussion with the associate dean, the department head then shares the review with the individual under review, and provides an opportunity for the individual to attach a response.

If a department finds the faculty member's work less than fully satisfactory and believes the granting of tenure is not probable, it should recommend a terminal one-year appointment. If the department believes that the faculty member's work has been fully satisfactory and raises a realistic probability of tenure, it should recommend a contract renewal. Reappointment material along with one copy of the signed midterm review and any written response from the faculty member, the faculty member's statement of professional activities and curriculum vitae are forwarded to the dean's office, where they become a permanent part of the faculty member's personnel file.

In either event, the results of a vote of the appropriate departmental faculty or program faculty must accompany the contract renewal review and department head's recommendation. If appropriate, the dean (or appropriate associate dean) may augment the review. It is important that the department recognize that a contract renewal review is not pro forma and that continuation requires that the department and the dean find that the incumbent clearly merits continuation. Thus, while a favorable departmental recommendation is a necessary condition for continuation, it does not guarantee reappointment.

Contract renewal recommendations are due in the dean's office by April 10 (with a deadline for the final university decision of June 15).