

School of Computing Policy on the Five Year Review of Career-Line Faculty

(October 2016)

Goal: Dialog between individual career-line faculty and fellow colleagues (tenure-line and career-line) in the school.

Detailed Plan

1. *Basis for the Review (As a minimum, the reviewee is to provide a current curriculum vita, a statement of professional goals, a statement highlighting significant accomplishments, or other documents they wish to be examined as part of the review; the department will provide FAR forms for the five-year period under review and student and peer evaluations of teaching. Peer teaching evaluations will be assigned by the Director and accomplished by the reviewers).*
 - Scholarship (as appropriate depending on being research or teaching faculty)
 - Research (as appropriate depending on being research or teaching faculty)
 - Teaching (as appropriate depending on being research or teaching faculty)
 - Service
2. *Criteria for Evaluation (Same for a promotion action at the current rank)*
 - Review of Research and Scholarship (as appropriate)
 - Quality and Contribution to Teaching (as appropriate)
 - Contribution to School, College, University, State, Nation, World
3. *Summary Report: The report generated by the committee should summarize the relevant data for teaching, research, and service and provide a qualitative assessment of that data relative to standards of the department. The committee may make recommendations to the Director, if seen as needed.*
4. *Possible Outcomes*
 - Accolades: Report from Director summarizes accomplishments and lauds efforts; it may also suggest areas for increased emphasis.
 - Serious Problems: Report from Director summarizes problems and possible remedies.

Process

1. The Director appoints two committee members from School of Computing faculty ¹.
2. The committee reviews submitted materials, accomplished peer-teaching evaluations, and meets with reviewee.
3. The committee prepares a report detailing the information mentioned above and their assessment of the information. The committee provides the report to the Director and upon the Director's request meets with Director to discuss their findings.
4. The Director reviews the submitted materials and the summary provided by the committee, and correspondingly with reviewee.
5. The Director selects outcome and writes a letter expressing his/her review of the case. The letter along with the summary report are then submitted to the following:
 - Copy to reviewee
 - Copy to file
 - Copy to Dean

University Responsibility

The University and College responsibilities are to provide:

- a) Adequate opportunities to carry out faculty responsibilities.
- b) Financial assistance to meet their research and/or teaching mission.
- d) Adequate physical facilities for teaching and/or research.
- e) Adequate choice of career paths within the college and/or University.

1- Director will not be reviewed.