

## **Annual Reviews**

IUPUI observes a mandated annual review policy for all faculty. This review is normally conducted by the principal administrative officer of the department or school in which the faculty member holds an appointment. The purpose of the annual review is to provide input on the faculty member's progress in the areas of teaching, research, and service, leading to the tenure review year (or, for non-tenure track faculty, to reappointment on a long-term contract) and to promotion. Annual reviews also provide information for use in salary recommendations and other assessments. To be most beneficial to the faculty member, these reviews should be candid and critical appraisals of the faculty member's work, and should call attention to weaknesses as well as strengths. Although campus and university policies do not require annual *peer* reviews, they are strongly recommended, and some school bylaws may make such a provision.

## **Reappointment Recommendations**

Inherently, the reappointment recommendation constitutes a written form of review. After the period of initial appointment, reappointment is considered annually until the end of the probationary period, and thereafter, for non-tenured faculty, at intervals one year prior to the end of a multi-year appointment. Most schools base reappointment recommendations on the annual review, but faculty subject to annual appointment should become familiar with the procedures followed in their respective units. Although campus and University policies do not require committee reviews for reappointment, some school bylaws make such provision.

## **Three Year Review**

To ensure that all tenure-probationary faculty members benefit from helpful and meaningful assessments of their progress toward promotion and tenure near the mid-point of their probationary period, a THREE-YEAR FORMATIVE REVIEW shall be conducted on all such faculty members during the spring semester of the third year of their appointments in accordance with the following guidelines.

This policy applies to all tenure-probationary faculty members at IUPUI, with the exceptions noted immediately below. The term "third year" refers to the *third full academic year* of the tenure-probationary faculty member's appointment. However, faculty members who enter with one year of credit toward tenure are in their "third year" during their second full academic year of appointment, and those who enter with two years of credit are in their "third year" during their first full academic year of appointment. Those who enter either with tenure or with more than two years of credit toward tenure are exempt from the REVIEW.

The chief purpose of the REVIEW is to provide tenure-probationary faculty members with feedback from the school or unit level review committees regarding their cumulative progress toward promotion and tenure. Hence, other than the department chair or school dean, involvement by the department's Primary Committee (where applicable) and/or the school's Unit Committee (where applicable) in the REVIEW is essential.

**Tenure Review**

The tenure review involves separate and independent evaluations and is distinctly different in form and substance from either annual review or reappointment recommendations. The annual reviews are predictive, but they do not constitute a cumulative record indicative of the results of the separate tenure review. The three year review does provide a multi-year assessment, and should provide specific feedback in time for the candidate to take corrective action if needed prior to the tenure review. The tenure review is a multi-level review, conducted at the primary, unit, campus, and university levels.