UWG PROCEDURE NUMBER: 2.4.2, Pre-Tenure Review

Authority: UWG POLICY 2.4, (Recurring Faculty Evaluations)

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.4, establishes the following procedures for compliance with UWG Policy 2.4 on Recurring Faculty Evaluations:

The purpose of Procedure 2.4.2 is to outline all steps in the process of the pre-tenure review for UWG faculty undergoing or performing review.

A. Definitions

1. **Probationary period** – See BOR Policy Manual, Section 8.3.7.4 Award of Tenure.
2. **Tenure** – Employment status that may be awarded to tenure-track faculty after the probationary period. Per BOR Policy 8.3.7.2: Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a 100 percent workload basis for two out of every three consecutive academic terms until retirement, dismissal for cause, or release because of financial exigency or program modification as determined by the Board of Regents.

B. Procedures for Pre-Tenure Review

1. Assistant professors in their third year (or those serving a full probationary period regardless of professorial rank) are required to have a pre-tenure review completed by the end of the second semester of the third year.
2. Dossiers must be submitted electronically in a format approved by the Provost.
3. A reviewing committee shall be composed exclusively of tenured faculty members (no fewer than three) of the department, selected by the faculty of the department by whatever means the department shall determine. If there are fewer than three tenured faculty members in a department, the dean, in consultation with the department chair and the faculty members in the department, shall appoint a sufficient number of tenured faculty members from similar disciplines outside that department to constitute this committee. No department chair may serve on a Pre-Tenure Review Committee.
4. The Pre-Tenure Review committee shall thoroughly and comprehensively review the individual's achievements and performance in light of the department’s promotion and tenure policies.
5. The Pre-Tenure Review Committee will report its findings to the tenured faculty members of the department, to the department chair, and to the dean. The report will state in writing whether progress toward promotion and/or tenure is sufficient at this time. At a minimum, the pre-tenure review report should include a substantive evaluation of the faculty member’s progress and/or qualifications in the following four areas: (a) teaching,
(b) service, (c) professional growth and development, and (d) academic achievement, including appropriate academic degrees.

6. In addition to the above report, the department chair and the dean will each provide separate written reports as to the progress of the faculty member toward promotion and/or tenure.

7. The faculty member under review shall receive written copies of the reports prepared by the Pre-Tenure Review Committee, the department chair, and the dean.

8. The faculty member is encouraged to reply to the reports. The faculty member should note that progress judged toward promotion and/or tenure in this report does not guarantee a favorable or unfavorable recommendation later on.

C. Compliance

UWG follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails.

Recommended by the Provost, the 13 day of March, 2020.

Signature, Provost

Reviewed by President:

Previous version dated: N/A

Rules committee approved February 2020