

Lewis College of Business Policy No. LCOB-6 Pre-Tenure Review Policy

Purpose

In accordance with Marshall University policy (*Greenbook*, 2017, pp. 32-33), the Lewis College of Business provides all tenure-track faculty members written mid-probationary feedback concerning the faculty member's progress toward qualifying for promotion and tenure. This review will be developmental by helping the faculty member identify strengths and weaknesses in the areas of teaching, research, and service.

Process

1. By October 16, the Associate Dean for Academic Programs will notify any faculty member who is to undergo review this year.
2. In accordance with the Lewis College of Business Policy No. LCOB-5, Documentation Guide for Personnel Actions, the faculty member will prepare a record of accomplishments in teaching, research, and service thus far during the probationary period. The deadline for receipt by the Dean's Office is the second Friday in December. After preliminary review for completeness, the application will be forwarded to the Department Chair by the third Friday in December.
3. The Department Chair will make the application package available to the Department Promotion and Tenure Committee. The Department Promotion and Tenure Committee will submit its recommendation of exceptional, satisfactory, or unsatisfactory (see Outcomes section below) to the Department Chair no later than the fourth Friday of January.
4. The Department Chair's recommendation, accompanied by the Department Promotion and Tenure Committee's recommendation, must be forwarded to the Dean no later than the first Friday of February.
5. The Dean will submit all application packages and recommendations to the College Promotion and Tenure Committee no later than the second Friday of February.
6. The College Committee's recommendation, accompanied by the Department Chair's recommendation and the Department Committee's recommendation, must be forwarded to the Dean no later than the second Friday of March.
7. The Dean will make recommendations to the Provost no later than the fourth Friday of March.

Outcomes

If satisfactory progress is noted, no further action is required. If an “exceptional evaluation” (*Greenbook*, 2017, pp.32-33) is noted, the faculty member may qualify for a 5% salary increase at the discretion of the Dean and Provost. If unsatisfactory progress is noted, personnel actions may be taken, including, but not limited to, developing a written improvement plan that is agreed to in writing by the faculty member, the Department Chair, and the Dean.

Goal

Through provision of feedback on progress toward promotion and tenure, the LCOB hopes to increase retention of junior faculty.

Policy Approval Date:

11/18/2020

Dean's Signature:

A. Mukherjee