



Faculty Reviews - College of Engineering Procedures

Revised April 2015

These procedures are designed as implementation guidelines for the faculty peer reviews called for in the Faculty Handbook (<http://www.udel.edu/provost/fachb/IV-C-5-evaluation.html>).

Assistant Professors

The chair reviews assistant professors annually. In addition, more in-depth reviews will be provided before the second and fourth year contract renewals by the chair and the full departmental promotion and tenure committee. The review before the second year contract renewal will be carried out in the late fall or early spring of the second year. [As per the faculty handbook, if it is necessary, notice of non-renewal by December 15 terminates the contract at the end of the academic year.] The fourth year review will be carried out in the Fall of the fourth year. These deadlines are in accord with those in the Faculty Handbook (<http://www.udel.edu/provost/fachb/IV-A-16-terminations.html>). Written reports from the chair and from the committee will go to the assistant professor with copies to the dean. A letter should accompany these reports from the chair recommending reappointment or non-renewal. If an assistant professor chooses to extend the pre-tenure probation time due to childbirth or adoption as described in the Faculty Handbook (Section IV), the second or fourth year review will be postponed by one year. Note that the selection of the research semester for assistant professors does not change this schedule. This schedule holds for faculty beginning their appointments 1 September, and will be adjusted appropriately for faculty beginning at other points during the year.

Tenured Faculty

Associate professors should be reviewed by all of the full professors in the department, and full professors by a committee of all of the other full professors in the department not being reviewed that year. A copy of their report should go to the candidate, the chair, and the dean.

Candidates for review may submit any material for review they deem appropriate, but they should include a current CV, a list of current and pending support, a list of students advised currently or who have graduated since the last review, a summary of teaching evaluations made since the last review, and a brief statement of their accomplishments and goals in each of the areas of research, teaching, and service. External letters of evaluation typically will not be requested, and in any case will not be sought without the approval of the candidate.



Reviews will take place in the Fall semester with written reports from the Promotion and Tenure committee to the Chair by March 1, and from the Chair to the Dean by April 1.

Associate professors are strongly encouraged to organize their material in the form of a promotion dossier.

Schedule

Tenured associate professors should be reviewed every four years or the year before they go up for promotion, whichever is the earliest occurrence. Full professors should be reviewed every seven years. Department chairs will not be reviewed during their term of service.