juniorfacultyreviews@ASU

progresstowardtenure

The **Progress Toward Tenure Review** is conducted internally during the Fall semesters for untenured assistant and associate professors who are not going through Probationary or Promotion/Tenure Review. The **Progress Toward Tenure Review** is *prospective* by estimating your future promise in the context of the unit's criteria for promotion and tenure. This review is different from the standard annual performance evaluation, which *summarizes* past performance and for which there may be different criteria. The chair/director provides feedback about your professional development and progress toward earning tenure. Although a written summary of the feedback is required (ACD 506-03), it often follows a more detailed conversation between you and your chair. From that perspective, the **Progress Toward Tenure Review** is essentially a goal-setting exercise contextual to Promotion and Tenure criteria.

probationary

Where the Progress Toward Tenure Review looks forward, the **Probationary Review** is both an appraisal of progress to date and an assessment of one's trajectory toward promotion and tenure. The **Probationary Review** is a formal, structured review very similar to the Promotion & Tenure Review except it does not require external letters. This review occurs midway through your probationary period and involves multiple levels of internal review (ACD 506-03). There are three possible outcomes to a **Probationary Review**: 1) you continue on the path to promotion and tenure; 2) you receive a conditional appointment whereby specific conditions must be met in order to continue on the path to promotion and tenure; or 3) the provost issues a terminal contract. The **Probationary Review** should clearly articulate your strengths and weaknesses, and you should carefully consider the feedback provided from the review. Moving forward, you should think strategically about the timing of upcoming scholarly contributions and be careful not to overcommit to service and professional obligations as you approach your Promotion &Tenure review.

annualperformance

The **Annual Performance Review** serves three distinct purposes: 1) to comply with Board of Regents requirements to encourage faculty to establish goals for continued academic progress; 2) to guide decisions about salary adjustments; and 3) to institute the first step in the post-tenure review process for tenured faculty (ACD 506-10). For assistant professors, the first and second purposes apply. The **Annual Performance Review** is distinct from the Progress Toward Tenure Review. While the Progress Toward Tenure Review is prospective, the **Annual Performance Review** is retrospective. The review covers the previous 36 months with substantial emphasis on the current year. The **Annual Performance Review** should not be considered predictive of the Probationary Review or the Promotion & Tenure Review.

promotionandtenure

The **Promotion & Tenure Review** is a formal, structured appraisal of both your progress to date and your promise of continued excellence (ACD 506-04). It involves both internal and external evaluations. Although the unit, college, and university levels of review occur in the fall of your final year as assistant professor, you will actually prepare and submit your case to your chair/director in the previous spring. It is important to realize that promotion and tenure are not awarded solely on the basis of excellent performance (ACD 506-04). The tenure process takes into account the mission and objectives of each academic unit and the university as a whole. Tenure is awarded to individuals who demonstrate excellence in their fields and an ability to contribute to the university's priorities. As such, your case should articulate past achievements as well as new scholarly pursuits. The **Promotion & Tenure Review** has three possible outcomes: 1) promotion and tenure are awarded; 2) the president extends the probationary period; or 3) promotion and tenure are denied and a terminal contract is issued. For more information, visit the Office of the Executive Vice President and Provost's website at https://provost.asu.edu/academic-personnel/personnel-processes

questions to consider

progress toward tenure

1. What are my unit's criteria for promotion and tenure?
2. How does my unit conduct Progress Toward Tenure reviews? Who do I ask?
3. Is there anything I need to prepare in advance of the review?
4. What concerns do I have about teaching, research, or service?
5. Do I have a mentor? Have I asked my unit head about getting one?
6. What am I doing to familiarize colleagues outside of ASU with my work?
7. How does/might my work contribute to the unit, college and university's priorities, mission, and vision?

probationary

(Pre-review)

1. What are my unit's criteria for promotion and tenure?
2. When do I need to submit my materials for Probationary Review? Who do I ask?
3. Does my personal statement clearly demonstrate my strengths and contributions to the department, college, and university's priorities?
4. Is my curriculum vitae comprehensive, well-organized, and accurate?
5. Do I present myself as both an effective scholar and teacher?
6. Are there support staff who can help me coordinate my Probationary Review? Who do I ask?

(Post-review)

7. Are there specific issues or deficits in my work that need attention?
8. What does the feedback suggest in terms of strengthening my case for Promotion & Tenure Review?
9. What am I doing to familiarize colleagues outside of ASU with my work?

promotion and tenure

1. What are my unit's criteria for promotion and tenure?
2. When do I need to submit my materials for Promotion & Tenure Review? Who do I ask?
3. Does my personal statement clearly demonstrate my strengths and contributions to the department, college and university's priorities?
4. Is my curriculum vitae comprehensive, well-organized, and accurate?
5. Do I present myself as both an effective scholar and teacher?
6. Are there support staff who can help me coordinate my Promotion & Tenure Review? Who do I ask?
7. How have I addressed issues/deficits noted in my Probationary Review?
8. What supplemental materials might add value to my case?
9. In considering potential external reviewers, who is accomplished in my field, familiar with my work, and might strengthen my case?

annual performance

1. What are my unit's criteria for annual performance?
2. When do I need to submit my materials for the Annual Performance Review? Who do I ask?

If you are in The College of Liberal Arts and Sciences and would like more information on faculty reviews, please visit https://clas.asu.edu/resources/academic-personnel or contact:

Humanities: Beverly McBride, **Beverly.McBride@asu.edu**

Natural Sciences: Christine Willett, **Christine.Willett@asu.edu**

Social Sciences: Jeanet Renaldi, **Jeanet.Renaldi@asu.edu**

juniorfacultyreviews@ASU quickguide

annualperformance	progresstowardtenure	probationary	promotionandtenure
Nature and timing of review: • Summative, looks back • Occurs annually in spring	**Nature and timing of review:** • Prospective, looks forward • Occurs in fall of 2nd, 4th, and 5th years	**Nature and timing of review:** • Summative and prospective • Occurs in spring, midway through probationary period	**Nature and timing of review:** • Summative and prospective • Occurs during last year of probationary period, but candidate materials are compiled the spring prior
Levels of review: • Unit committee, unit chair/director	**Levels of review:** • Unit chair/director	**Levels of review:** • Unit committee, unit chair/director, college committee, dean	**Levels of review:** • External reviewers, unit committee, unit chair/ director, college committee, dean, university committee, provost, president
Process: • Candidate is given numerical ratings in teaching, research, and service via web-based Faculty Activity Report (FAR) • Chair/Director should supplement numerical ratings with explanatory letter which may include recommendations for improvement during the next review cycle	**Process:** • Chair/director may ask candidate to submit a personal statement and/or CV • Candidate meets with chair to discuss his/her Progress Toward Tenure • Chair/Director provides candidate with written summary of progress which might identify weaknesses that should be addressed prior to the Probationary and Promotion &Tenure Reviews	**Process:** • Candidate prepares materials • Unit, college review materials • Candidate notified of outcome via letter from the dean • Candidate has opportunity to review recommendations	**Process:** • Candidate prepares materials for review • Unit, college, university review materials • Candidate notified of outcome via letter from the president
Possible outcomes: • Eligibility for merit increase for above satisfactory annual evaluations • Possible non-renewal for unsatisfactory annual evaluations	**Possible outcomes:** • Clear feedback regarding the strengths and weaknesses of your teaching, research, and service	**Possible outcomes:** • Successful case triggers a continuation toward promotion and tenure • Unsuccessful case triggers a terminal contract • Borderline cases may trigger a conditional contract requiring candidate to meet specific *conditions* in order to remain in consideration for probationary status	**Possible outcomes:** • Successful case results in promotion/tenure • Unsuccessful case triggers a terminal contract • President can extend the probationary period with specific expectations to be accomplished within a given time frame
Insights/Considerations: • This review only provides the unit's perspective and may not be indicative of how those outside the department would interpret performance and progress • Outcomes of annual reviews are not predictive of other kinds of faculty reviews, in particular, the Probationary Review • Ratings are used primarily as a point of reference for merit exercises and post-tenure review	**Insights/Considerations:** • As this review is prospective, the candidate should come away with a clear sense of goals within the context of promotion and tenure criteria • If contextualized goals are not provided or discussed, you should make a point to ask your chair/director for such feedback	**Insights/Considerations:** • At the conclusion of your Probationary Review, ask your chair/director for an honest assessment of your strengths and weaknesses • Use strengths and weaknesses outlined in your Probationary Review feedback to set goals in context with promotion and tenure criteria	**Insights/Considerations:** • The Promotion & Tenure Review not only looks at what you've done, but where you are going—especially how your future work will differ from your doctoral research • A balanced personal statement will reflect not only what you've done, but also demonstrate your capacity for new projects