

MEMORANDUM

TO: Heads and Directors

FROM: Kimberly Jones
Associate Dean

DATE: September 28, 2016

RE: Three-year Reviews in the College of Humanities for 2016-17

I am writing to let you know that unit-level third-year retention reviews will be due in my office on or before December 16.

Because the *University Handbook for Appointed Personnel* was recently revised, please review the current Handbook (particularly UHAP 3.3.01 and 3.3.02) before initiating the three-year review process in your unit. In addition, please notify your faculty and staff of the importance of consulting UHAP for the most current university policy.

Also, please impress on your unit's faculty the importance of maintaining the confidentiality of the peer review process. According to UHAP 3.2.01, "Deliberations, evaluations, and recommendations of peer review committees are confidential, as are any evaluations or recommendations received by them. However, the immediate administrative head will provide the faculty member with a summary of the peer evaluation upon request.

UHAP 3.301 [b] contains the requirement that tenure-eligible assistant professors must undergo a retention review by no later than the end of their third year in rank. "Reappointment in rank may be made without college or University review, but all tenure-eligible assistant professors will be formally evaluated at this stage by their head and their unit's Standing Committee on Faculty Status." If the review results in a decision to reappoint, the head must provide the faculty member with a written evaluation identifying any problem areas which may preclude the granting of tenure. If the review results in a recommendation that a faculty member not be reappointed, the faculty member will be reviewed at the college and University level, by a process found in UHAP 3.3.02.

The materials submitted should include the three-year review dossier, committee evaluations, unit head/director evaluations, and a copy of the unit head/director's letter to the candidate



involved in the process. The original copy of the unit head/director's letter to the candidate should be sent to the candidate at the time the review packet is submitted to my office.

For further information on Probationary (retention) reviews and recommendations for nonretention, please consult the Vice Provost's Guide to the Promotion Process 2016-17, Page 3 Probationary or Retention Reviews on dossier preparation.

The Deans' level review will take place during the first part of the spring semester. For all positive unit-level recommendations, each unit head/director will be furnished with a written summary of the dean-level comments which are intended to provide an additional evaluative perspective regarding tenure-eligible faculty progress towards tenure and promotion. These written comments are directed to the unit head/director and should be shared with the candidate, but only in oral summary form during the meeting of the unit head/director with the candidate. This meeting should take place soon after the dean-level review of the unit-level evaluation process.

Thank you for your help with this important matter.

KJ:lr

This memorandum is also available online at <http://humanities.arizona.edu/reviews> *Retention Reviews*

Attachments: COH Three-year Review Instructions
COH Three-year Review Checklist
Vice Provost Sections 1, 2, 3, 4, 5, 6, 7, 8, 9

Referenced documents: COH P&T Procedures
UHAP Chapter 3: Personnel Policies and Procedures for Faculty
<http://policy.arizona.edu/university-handbook-appointed-personnel>

Vice Provost's May 16, 2016 Memorandum on Promotion Reviews for Tenure and Continuing-status Candidates in 2016-17 and Guide to the Promotion Process 2016-17 <http://facultyaffairs.arizona.edu/retention-reviews>

c: Alain-Philippe Durand, Dean
Administrative Staff