

Department of Pharmaceutical and Biomedical Sciences

College of Pharmacy

Specific Criteria for Third-Year Review of Tenure-track Faculty

In all matters related to the third-year review, the Department of Pharmaceutical and Biomedical Sciences (PTU) will carefully adhere to the University of Georgia Guidelines for the third-year review process. The standards, criteria, and processes presented in this document are intended to clarify, supplement, and/or extend the University's Guidelines.

In the spring of the third year of appointment, with a deadline of April 15, each Assistant Professor will submit a dossier following University guidelines (sections 4 and 5 in Appendix C, 25 page limit). The dossier will detail the candidate's achievements and performance in their responsibilities. The Department Head or other senior faculty mentor will advise the candidate on developing the dossier and help ensure its accuracy. In addition to the documents specified by the University guidelines, the committee, at its discretion, may ask the candidate for additional documentation. As part of the dossier, the following items are expected to be appended to the dossier as appendices and excluded from the page limit:

1. Courses and lectures taught, including summaries of teaching evaluations.
2. Representative copies of scholarship, such as but not exclusively, published research or pedagogy papers, in press or submitted.
3. Summary of grant applications submitted and funding status.
4. Representative instructional materials, such as course syllabi.

The Department Head, in consultation with the Department of Pharmaceutical and Biomedical Sciences executive committee and the candidate, will appoint a committee of at least three tenured PTU faculty to review the faculty member's dossier and performance using the University criteria as well as the PTU discipline-specific criteria as applied to promotion and tenure. The committee will review all aspects of the candidate's performance as documented in the dossier and then present their evaluations to the rest of the eligible faculty including the Department Head at the third year review meeting.

The PTU review of the candidate, to be completed by May 15, will be substantive and formative, with the goal of providing the faculty member with critical feedback about the candidate's progress. Presentation of this review will be followed by a general discussion by the tenured faculty.

The reviewing faculty will then vote “Yes” or “No” on the following question:

“[Candidate’s Name] has made sufficient progress toward promotion and/or tenure.”

The committee will then forward its report containing the recommendations and the vote to the Department Head. The Department Head will summarize the results of the vote, the discussion, and the findings of the third year review committee in a letter to the faculty member being reviewed. The Department Head will consult members of the review committee to ensure that the text of the letter accurately reflects their evaluations and the general discussion. The letter is then delivered to the person being reviewed within 10 working days and its contents discussed with the Department Head.

The faculty member being reviewed may then write a response letter, addressed to the Department Head, within 30 days. Both the third-year review letter from the Department Head, and the response letter, will be sent to the Dean of the College of Pharmacy, and a copy maintained in the Department's faculty personnel files. These letters will be included in the dossier used for promotion to Associate Professor and/or tenure when that document is developed.

Criteria for third year review:

The candidate must show strong evidence that they are on track for fulfilling the criteria for promotion to Associate Professor with tenure. As such, by the time of the third-year review, an Assistant Professor must demonstrate that there is a strong likelihood that the expectations for promotion as outlined in the University Guidelines and the discipline-specific criteria for the PTU will be achieved.

Annual Performance Evaluations of Faculty

Annual performance reviews will be conducted according to the University Guidelines and will include the Department of Pharmaceutical and Biomedical Sciences discipline-specific criteria for promotion and tenure. In the written annual evaluation, the Department Head will provide formative feedback to faculty below the rank of professor that contains guidance as to what the faculty member must emphasize in teaching, research, and service for promotion to the next rank and/or tenure.

Amendments and Approval Process

New faculty members must be provided with this PTU document and University Guidelines. In addition, any changes or updates to this PTU document must be approved by the faculty, Dean and the Provost. All revisions and approval dates must be listed in the PTU document.

This document and its discipline-specific criteria was

- approved by the faculty within the Department of Pharmaceutical and Biomedical Science on May 11, 2015
- approved by the Dean of College of Pharmacy on May 11, 2015 and
- approved by the Senior Vice President for Academic Affairs and Provost, June 11, 2015