



## **Procedures for Faculty Peer Reviews and Contract Renewals**

*Revised November 2019*

These procedures are designed as implementation guidelines for the faculty peer reviews and contract renewals called for in the Faculty Handbook: Tenure-track/Tenured ([Section 4.3.5](#)) and Continuing track and Temporary: ([Section 4.1.6](#)).

### **1. Purpose**

On recommendation of the Faculty Senate and approval by the administration, “faculty members at all ranks should be subject to periodic reviews at reasonable intervals of time.” The reviews are intended to serve as opportunities to provide feedback and mentoring. They are more in-depth reviews conducted in addition to annual appraisals of all faculty by the Department Chair.

### **2. Schedule of peer reviews/contract renewals for TT/T and CT faculty**

**Note.** As noted in Section 3, peer reviews are conducted in the fall-early spring by the faculty member’s department. Contract renewals are done in the spring by the Dean, based on the peer reviews. They are conducted according to the following schedule.

#### **Tenure-track Assistant Professors**

- During 2<sup>nd</sup> year: Peer review and contract renewal
- During 4<sup>th</sup> year: Peer review and contract renewal
- During 6<sup>th</sup> year: Apply for promotion to Associate Professor with tenure through the promotion and tenure process

#### **Tenured Associate Professors**

- During every 4<sup>th</sup> year or the year before applying for promotion, whichever is earliest: Peer review. No contract renewals necessary for tenured faculty.

#### **Tenured Professors**

- During every 7<sup>th</sup> year: Peer review. No contract renewals necessary for tenured faculty.

#### **Continuing track faculty**

- During 2<sup>nd</sup> year: Peer review and contract renewal
- During 4<sup>th</sup> year: Peer review and contract renewal
- During 6<sup>th</sup> year: Peer review and contract renewal. Results either in 7<sup>th</sup> year terminal contract or 3-year contract renewal.
- During 8<sup>th</sup> year (i.e., the 2<sup>nd</sup> year of the 3-year contract, assuming previous review resulted in 3-year contract): Chair/Director/Dean recommends if individual should get a 4-year contract to begin after the 3-year contract ends. No full peer review.
- During 13<sup>th</sup> year (i.e., in last year of 4-year contract): Peer review and contract renewal
- During 18<sup>th</sup> year and every 5<sup>th</sup> year beyond that: Peer review and contract renewal

### **Temporary, full-time, non-tenure track faculty**

- Appointed to one-year contracts.
- Contracts are renewable for a maximum of two additional years. An exception to this maximum may be made for research faculty, as noted below.
- Continuation of the temporary position beyond one year is contingent on availability of funding, departmental needs, and performance, and notice of nonrenewal is not required.
- There are typically no peer reviews for temporary faculty.
- Temporary non-tenure track research faculty
  - External funding to support the appointment of research faculty must be continuous during the term of an appointment contract.
  - Because appointments are made to fulfill external grant and contract responsibilities, the renewal limit on temporary appointments does not apply; renewals may be approved that are congruent with the terms of external contracts.

### **Exceptions and notes**

- If a faculty member is hired in January, the peer review schedule and tenure clock starts the following September.
- If a tenure-track Assistant Professor chooses to extend the pre-tenure probation time due to childbirth or adoption as described in the Faculty Handbook (Section 4), the 2<sup>nd</sup> and/or 4<sup>th</sup> year review will be postponed by one year.
- If an assistant professor takes a research semester, that does not affect the schedule of peer reviews and contract renewals.
- Department chairs are not reviewed during their term of service.
- If a tenured or continuing track Full Professor becomes a Named Professor, that promotion counts as a peer review so the seven-year clock is reset.
- Individuals hired on full-time temporary appointments who are subsequently appointed as primary, full-time, continuing track faculty will have their previous time of service counted towards subsequent contract renewal periods.
- No one receives 3- or 5-year “rolling” contract without full peer review.

### **3. Annual process**

- In August     The Associate Dean for Academic Affairs (ADAA) sends notification to each Department Chair to remind them of which faculty require which peer reviews and/or contract renewals in the coming year.
- In Fall         Department Chair (or designee) establishes a peer review committee for each faculty member having a peer review in accordance with the Faculty Handbook Section 4.3.5 (see *Departmental Responsibility* heading).
- In Fall         Department peer review committee solicits material from each faculty member doing a peer review. 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 candidate’s approval. Assistant and Associate Professors are strongly encouraged to organize their material in the form of a promotion dossier.

- By March 1 Department peer review committee conducts peer review of faculty member and sends letter to Department Chair. Ideally the review can be useful in the annual appraisal process if provided before those meetings.
- By April 1 Department Chair writes letter and sends both the faculty member being reviewed and the ADAA: (1) his/her letter, (2) peer review committee letter, and (3) candidate's CV.
- By June 1 The Dean writes his/her letter and sends it to the candidate.

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All policies and procedures herein are viewed to be consistent with and are superseded by those stated in the UD Faculty Handbook.