



Procedures for Faculty Peer Reviews and Contract Renewals

Revised April 2024

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

Tenured Associate Professors

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

Tenured Professors

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

Continuing track faculty

- During 2nd year: Peer review and contract renewal
- During 4th year: Peer review and contract renewal
- During 6th year: Peer review and contract renewal. Results either in 7th year terminal contract or 3-year contract renewal.
- During 8th year (i.e., the 2nd year of the 3-year contract, assuming previous review resulted in 3-year contract): No full peer review. Department Chair writes a recommendation letter to the Dean indicating if the individual should get a 4-year contract to begin after the 3-year contract ends. The Dean in turn writes a recommendation letter to the Provost.
- During 13th year (i.e., in last year of 4-year contract): Peer review and contract renewal
- During 18th year and every 5th year beyond that: Peer review. Note that while CT faculty on 5-year “rolling” contracts get a peer review every 5 years, they are always in the first year of their contract. Each year, the contract dates shift incrementally by one year, so the contract end date is always 4 years in the future. The peer reviews and contract renewals thus do not occur in the same years.

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

- 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.
- If a faculty member has a nonzero joint appointment, the associated MOU should be reevaluated as part of the peer review and updated if necessary.

For Tenure Track/Tenured Faculty

- 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 2nd and/or 4th 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.

For Continuing Track Faculty

- 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.
- A faculty member may be given credit for one or more years of previous experience when they are hired. In that case, they just start at the appropriate point on the CT timeline. If the faculty member receives 2 years of credit, for example, then s/he will have two 2-year reviews (4-year review & 6-year review). After the successful completion of the 6-year review, the faculty member will receive a salary increase. The timeline, therefore, incorporates the credit for their previous years of temp faculty service.
- No individual will receive a three- or five-year "rolling" contract without a full peer review.
- Salary adjustments for CT faculty parallel to promotional increments for associate professors are made upon contract renewal for three years at the end of the initial six-year probationary period and parallel to the promotional increment for full professors at the start of the first five-year "rolling" contract. However, individuals holding primary appointments as full-time, CT faculty will not be awarded promotional increments should there be a change in their academic rank.
- Since promotions and contracts are not linked for CT faculty, occasionally a CT professor is promoted and then is due for a contract renewal-related peer review at the same time or the following year. In these cases, if the promotion review is positive and unproblematic, a separate, redundant peer review for contract renewal may be skipped. To opt to skip the contract-renewal

peer review, the Department Chair should write a short letter that says: (1) Due to the fact that Dr. X underwent a thorough peer review last year [or this year] as part of an application for promotion, there is no need to undertake a separate peer review for contract renewal (i.e., the peer review was effectively done via the promotion review); and (2) The Department Chair recommends a new contract for Dr. X. With that letter, the contract can be renewed. Note that if the promotion and contract-related peer reviews occur the same year, the letter should be submitted after the promotion review is complete, as this option is available only when the promotion review is positive and unproblematic.

For Continuing Track Instructors

- As described in the Faculty Handbook [Section 4.1.6](#), promotion for instructors happens automatically with contract renewals at 6 years and 13 years.
 - Upon successful peer review and contract renewal at the end of the third two-year contract, an Instructor will progress to the title of “Associate Instructor”.
 - Upon successful peer review and contract renewal following the thirteenth-year review, an Associate Instructor will progress to the title of “Senior Instructor” upon beginning the rolling five-year contract.

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. In accordance with the [Faculty Handbook Section 4.4.18](#), through the 2028-29 academic year, they should include a COVID impact statement as well. Tips on writing and evaluating a COVID Impact Statement can be found on the [UD ADVANCE webpage](#). 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 (with a copy to the faculty member being review). 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 the ADAA: (1) Department Chair letter, (2) peer review committee letter, (3) candidate’s CV, and (4) COVID Impact Statement. The faculty member being reviewed should also receive a copy of the Department Chair’s letter.
- By June 1 The Dean writes their letter. ADAA Assistant sends Dean’s letter to the faculty member being reviewed with a copy to vpfaculty@udel.edu (Provost’s Office), hrsystemsadmin@udel.edu (HR Records Team), COE HR Contact and COE Finance Contact.

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