

### Review Process for Faculty in Consecutive 3-year Contracts

Annual contract faculty may be awarded successive three-year contracts after three successful years of departmental teaching, service, and scholarship on annual contracts.

By April 1 of the year prior to the awarding of the first three-year contract, the faculty member must submit a faith statement to the program director and academic dean.

**For faculty in the consecutive three-year contract system, the review process is initiated in the second year of a three-year contract and consists of the following steps. The steps are the same for faculty entering into an initial three-year contract.**

- By May 1 of the second year of a three-year contract, the program director provides a written request to the dean that the review process be initiated. This request should include an indication of departmental support and anticipated need for the faculty member's on-going service to the department, as well as clarification of performance expectations and contributions in the domains of service and scholarship.
- By May 15, the dean sends a letter to the faculty member indicating eligibility for a three-year contract and outlining the review process. The letter is copied to the respective program director.
- By October 1, the faculty candidate invites a minimum of one tenure-track or long-term colleague to conduct a class visit. The colleague observer meets with the faculty candidate to review the results; the observer submits the class-visit evaluation form to the program director with a copy to the faculty candidate.
- By October 1, the faculty candidate compiles and submits the following materials to the program director.
  - A completed self-evaluation, reflecting on achievements, contributions, and areas for growth in the domains of Teaching, Scholarship, and Service;
  - A current CV;
  - A reaffirmation of the Life Together document;
  - A faith statement or affirmation/update of a previously-written faith statement;
  - Annual Goals Reports from the preceding three years.
- By November 1, the program director reviews the materials submitted, in consultation with other long-term members of the department.
- By November 15, the program director meets with the faculty member to discuss strengths and concerns or areas for growth.
- By November 30, the program director submits the completed faculty candidate materials along with a recommendation memo to the academic dean.
- By January 15, the academic dean reviews the submitted report in consultation with the provost and notifies the faculty candidate and program director of the outcome of the review.

After completion of one three-year contract and at least six years of full-time service at the assistant professor rank, faculty members on continuing three-year contracts may be eligible for promotion to the rank of associate professor. The minimum criteria for promotion to associate professor are “proficient” performance in teaching and “competent” performance in teaching and scholarship. Promotion is based on merit, not years of experience, and can be considered during any regular contract-renewal process. Successful candidates for promotion will demonstrate some achievement beyond minimal competency expectations for service or scholarship. Promotion will be considered at the same time as contract renewal, considering the same portfolio of supporting evidence.