

Department of English Cumulative Review Policy

2.01 Cumulative Review: Policy and Schedule. Each tenured member of the English Department will undergo Cumulative Review every **five** years starting from the year when he or she was formally tenured and promoted to the Associate Professor rank or promoted to full Professor. A formal review for Regents' Professorship or other honorary or endowed professorial chair will constitute sufficient evaluation for Cumulative Review, so the latter will take place 5 years after the former.

The department head will initiate the cumulative review action by notifying the committee chair (see 2.02 below) and the faculty member(s) under review by September 1.

A faculty member may request a postponement of the scheduled Cumulative Review due to extenuating circumstances. The faculty member should make the request in writing to the Head of the English Department.

2.02 Cumulative Review Committee. The Cumulative Review Committee will be constituted each year of the three full professors of the Personnel Committee elected by the faculty. The Chair of the Personnel Committee will serve as the Cumulative Review Committee Chair. In cases where one or more of these persons is scheduled for cumulative review, replacement(s) will be selected by lot from among the tenured faculty. Such replacements would serve only for one year.

2.03 Review Criteria. Every faculty member must demonstrate excellence in the areas of teaching, research, and service and professionalism.

In the area of teaching, the candidate should have a record of continued effectiveness as a teacher of undergraduate and graduate students.

As a professional in an academic setting, the candidate should also have a solid and consistent record of service to the department, the university and the profession.

Evaluation of a faculty member's teaching and service will be based upon the faculty member's Curriculum Vitae, the five most recent A&Ds, and the faculty member's development plan (see below in 2.04).

With respect to research, faculty members will be assessed in terms of whether the materials they present for review attest to their continuing commitment to research. A candidate provides evidence of a commitment to research by presenting at the time of review evidence of such work as: a scholarly book or book-length manuscript (authored or edited); a volume of poetry, fiction, or other creative work; journal articles or book chapters; work on a scholarly edition, translation, or bibliography; a group of poems, short stories, or other creative work appearing in several venues; conference presentations (especially at national or international meetings); review or bibliographical essays; and other similar indicators of continuing, high-quality creative or scholarly work.

2.04 **Documents and Information Submitted for Review.** Faculty members under review will submit the following documents:

- A. a current curriculum vitae;
- B. the annual appraisal and development documents for the period under review;
- C. a copy of the faculty member's last cumulative review report or promotion recommendation; and
- D. an individual development plan stating the faculty member's professional goals and objectives for the next review period, principally his or her plans in respect to research and scholarship.

Faculty members under review shall submit their materials to the Cumulative Review Committee Chair by March 31; the review should be completed no later than the last day of April.

2.05 **Development and Disposition of the Cumulative Review Report.** The committee shall prepare a report that assesses the faculty member's overall performance during the review period in terms of the criteria outlined in 2.03.

The committee shall submit the report to the faculty member under review and to the unit administrator. The faculty member and the unit administrator shall be given ten (10) working days to respond to the report in writing, and the committee may revise the report based on the faculty member's response and the unit administrator's response.

A final copy of the report, along with the responses of the faculty member and the unit administrator, if such responses are submitted, shall be provided to the faculty member and the unit administrator. These documents along with those listed in 2.04 shall be included in the faculty member's personnel file.

After reviewing all materials submitted, the committee will indicate its assessment by means of a checkmark in the appropriate box on a one-page appraisal sheet, along with any brief comments it deems necessary, if any.

For faculty members whose overall performance reflects substantial deficiencies, the committee, in cooperation with the unit administrator and the faculty member, shall develop a corrective plan to improve performance and address deficiencies. The plan should be individualized and flexible, taking into account the faculty member's intellectual interests, abilities, and career stage as well as the needs of the unit and institution. The plan should establish clear performance goals, specify steps designed to achieve those goals, define indicators of goal attainment, establish a clear and reasonable time frame for the completion of goals, identify resources available for implementation of the plan, and state the consequences of failure to attain the goals. The annual appraisal and development review should be used to assess progress toward goals specified in the plan.

Unit administrators will report the summary results of cumulative reviews to the Dean on an annual basis.

Approved by English Department vote on April 2016

**Cumulative Review
Department of English**

Faculty Member's Name _____ Date _____

Faculty members under review are responsible for submitting the following by March 31:

- A. A current curriculum vitae;
- B. Appraisal and Development documents for the previous five years;
- C. A copy of the faculty member's last cumulative review report or promotion recommendations;
- D. An individual development plan stating the faculty member's professional goals and objectives for the next review period, principally his or her plans in respect to research and scholarship.

On the basis of the above criteria, the three tenured members of the departmental Personnel Committee (representing Professors, Associate Professors, and Tenured at Large) will determine whether or not the faculty member under review has performed satisfactorily in the area of teaching, research, and service and professionalism. A check on the appropriate line indicates the Committee's evaluation.

Teaching ___ The faculty member under review **has** performed satisfactorily.
 ___ The faculty member under review **has not** performed satisfactorily.

Research ___ The faculty member under review **has** performed satisfactorily.
 ___ The faculty member under review **has not** performed satisfactorily.

Service & Professionalism
 ___ The faculty member under review **has** performed satisfactorily.
 ___ The faculty member under review **has not** performed satisfactorily.

Comments (if necessary)

Members of the Committee:

(names printed)

(signatures)
