# CPC Chair Notes For

**Third-Year Faculty Seminar**

## General Requirements at Third-year Review

Each unit in CLAS has its own unique standards and criteria for the promotion and tenure of its faculty. Many units also outline their expectations for the third-year review. These standards and criteria conform to those set forth in the Faculty Handbook, Administrative Manual and in the CLAS Standards & Criteria for Personnel Evaluation (SCPE), however, units often set higher standards than those outlined by the university and CLAS. There are three general evaluation areas:

**Effective Teaching:** According to the Administrative Manual, “Effective teaching must be documented by: a) self-evaluation, b) peer evaluation, and c) student evaluations.” In addition, you should demonstrate how you meet university, college and unit standards through multiple means of

documentation such as syllabi, examples of course development or revisions, samples of graded student work, and examples of student research projects. A more complete list can be found on page 4 of the CLAS SCPE. Your materials should demonstrate the beginning of a pattern of consistent, effective

teaching performance. No one is expected to be a master teacher at the third-year review.

**Scholarly/Creative Activity:** Most units have very specific requirements in this area of evaluation. You should document clearly and specifically how you meet your unit standard. If your activity is in progress, it is important that you provide evidence that your scholarly effort will realistically lead to success at the

tenure evaluation. There is an extensive list of ways to demonstrate active and on-going scholarship/ artistic activity on page 8 of the CLAS SCPE.

**Service:** Per the Administrative Manual, a faculty workload includes service to the unit, College, and University, as well as to the community/profession. For tenure and/or promotion to Associate Professor, CLAS expects active service in the unit and in at least one of the other areas (college, university, and professional/community service). Some units deliberately hold back on formal service for first-year faculty. By the third-year review, however, most individuals should be able to demonstrate a record of service within the unit and that they have begun to seek out service opportunities beyond the unit.

## Unit Personnel Action Procedures

**Portfolio preparation:** Know your unit criteria, ask local advice on portfolio contents and style, and look to the CLAS SCPE. Units increasingly expect candidates to turn in their files electronically (via Blackboard), and the CPC encourages electronic submission. For the third-year review, a paper portfolio, excluding student evaluations, should fit into a 1- or 1½-inch binder. An electronic portfolio should follow guidance listed in the CPC Portfolio Guidelines document. Remember to consider ease of use when you construct your portfolio. Regardless of the kind of portfolio you prepare, it must be submitted to your unit head by 5 p.m. on the first day of winter semester classes. After this deadline, no changes may be made to the portfolio. **Don’t be late!**

**Personal Statement:** The CPC recommends the Personal Statement for contract renewal be 3-5 pages in length with a 12-point font and single spaced. This should contain a self-assessment of how you meet your unit and CLAS standards in each evaluative area. **You need to clearly and specifically make the case that you meet the standards!**

**Unit meeting:** Be sure to follow up with your unit head or other designated person to get feedback about important points made in the meeting.

**Post-meeting comment forms:** All unit faculty members, including the candidate, may fill these out. If there is something that was brought up at the meeting (with or without you present) that you would like to address, the post-meeting comment form is an ideal place for you to do this.

**Unit recommendation report:** Read the draft of this important document carefully. If there are factual errors, point them out to your unit head before the file moves to the Dean’s Office.

## College Personnel Committee Procedures

**CPC Purpose: “**review and recommend to the Dean on all contract renewals, promotion and tenure decisions …”

“If a unit has recommended a personnel action pursuant to a valid vote of the unit, whether in favor or against a candidate, the Committee will normally be expected to accept the recommendation of the unit.”

## CPC Process:

* + All CPC members read the CV, personal statement, unit recommendation report, and the report of the unit vote.
  + The CPC chair and a three-person subcommittee (all outside your department) read the file more carefully. They examine essentially all the supporting documents you address in the personal

statement and student evaluations, classroom visit reports, post-meeting comment forms and other documents that appear to offer insight into how you meet the standards and criteria.

* + At the CPC meeting, one subcommittee member presents a summary of all the materials related to your case. The summary includes your presentation of the case, especially evidence from the supporting material that not all CPC members will have seen; a summary of post-meeting comment forms; an evaluation of student comments; an evaluation of any classroom visit reports; and a summary of the unit opinion and rationale. The subcommittee also states whether its members reached a consensus opinion. This oral summary takes 5 minutes for most applications.
  + The CPC then opens the floor for discussion. During this discussion, members of the candidate’s own department do not participate, unless asked by another CPC member for background or context information. They may not act as advocates or detractors. Other CPC members with close associations to the candidate follow similar guidelines.
  + In the case of a positive vote, the chair of the CPC will write a letter of support to Dean Antczak. Copies of this letter will be sent to you, to Associate Dean Anderson, and to your unit head.
  + According to current university policy, candidates are reviewed only once before tenure, generally in their third year. This review is an opportunity to receive important feedback. As a result, the CPC strives to give candidates detailed and concrete feedback if issues are raised during the review process. **Read the letter from the CPC carefully and take note of any issues!**

## Responding to a non-supporting vote:

* + **Read the letter from the CPC carefully!** The letter will point out which parts of the criteria the CPC is not yet convinced you have satisfied. The letter will also probably suggest information and documentation you could provide to demonstrate you meet the standard. This letter does not go to the dean, but it does go to Associate Dean Donovan Anderson.
  + Set up an appointment to talk with Donovan Anderson and with CPC Chair Chris Lawrence. We are here to support you through this process. You are highly encouraged to meet with both.
  + The letter will propose a time for you to come and meet with the CPC. If you accept this invitation, you will be able to present additional materials and argue before the committee how these materials support your case. You are encouraged to meet with the CPC.
  + After your visit the CPC will discuss your case in light of your comments and any new materials you present during the meeting. The committee will then take another vote. This vote will be the basis of the recommendation that the CPC makes to the dean.

## Picking up your portfolio

If you submit a paper portfolio, you will not be able to pick it up until after the Board of Trustees meeting in July.

*Created: November 10, 2010; updated: October 13, 2014, October 5, 2015, April 4, 2016, and October 29, 2019*