

2.1 Faculty Review- Annual Review of Assistant Professors (Adopted by the LBJ School Budget Council, 29 March 2005)

The LBJ School of Public Affairs has established an internal policy and priority to provide mentoring and guidance to Assistant Professors (AP) to help them succeed at the University of Texas at Austin (UT Austin). The LBJ School supports the strengthening of each AP's professional career through two review mechanisms: an "annual review" (years one, two, four and five) and a "third year review" of progress towards promotion. This process provides early advice from the Budget Council so that changes, if any, can be suggested. Procedures and requirements for the annual review are described below. The annual review process for years one and two are structured to mentor the AP for the third-year review and are different from years four and five. (The differences are explained below). A recommended schedule for the annual review and a checklist of materials required are provided as appendices.

Annual Faculty Review Policy

Each year, the Budget Council will provide all APs with a review of their progress towards promotion. The annual review will consist of peer teaching evaluations and (in some years) a research presentation by the AP to the Budget Council and review of a mini-dossier submitted by the AP. A subcommittee of the Budget Council will review the AP's record in detail and report its findings to the Budget Council. Nevertheless, the only purpose of this process is to assist the AP in his or her progress. The Budget Council will *not* use these reports in its promotion and tenure deliberations.

Initiating the review. The process will begin in September of the Fall semester of years one, two, four, and five of an Assistant Professor's appointment at UT/A. (The third-year review process is described in a separate document.) Each September, the Budget Council Chair will appoint one tenured faculty member (referred to as subcommittee), closest to the field of the AP, to review the AP's mini-dossier (when required), conduct the peer teaching evaluation, and mentor the AP.

If this is the AP's fourth or fifth year, the Budget Council Chair will also schedule a date during the Fall semester for the AP to make a research presentation to the Budget Council. The purpose of this presentation is to allow the Budget Council to give feedback to the AP on research content, appropriate journals and other research outlets, and other aspects of research expectations that are part of the School's tenure standards. When possible, the Budget Council will schedule all AP presentations on the same day.

The first- and second-year reviews will provide APs with mentorship and advice about their progress towards tenure and the requirements for the third-year review. A research presentation and mini-dossier are not required in the first and second year, but the subcommittee will conduct a peer teaching evaluation during each year. Subcommittees will advise APs to start documenting their progress towards tenure and to collect materials necessary for the third-year review.

Fourth- and fifth-year reviews. For the annual reviews in the fourth and fifth year, the AP is required to submit to the Budget Council a mini-dossier by October 1. This mini-dossier will include copies of: the AP's current *curriculum vitae*; teaching evaluations for the previous year; all annual reports; all published research, any manuscripts accepted for publication but not yet in print, and book manuscripts, working papers, and other research products that the AP wishes to include in the review. The mini-dossier will be made available for the faculty to review two weeks prior to the AP's presentation. The subcommittee will be responsible for reviewing the dossier in depth and conducting the peer teaching evaluations prior to the AP's presentation to the Budget Council. The subcommittee will then provide a written evaluation of the dossier and teaching to the Budget Council immediately following the AP's presentation.

The AP is *not required* to prepare written statements in the areas of review: research; teaching; academic advising, counseling, and other student services; service to the university and to the nation, state and community; honors and other evidence of merit or recognition. However, the AP should consider updating the statements for these areas prepared for his or her third-year review and requesting comments from the subcommittee. The subcommittee's evaluation of the *required* materials will be based on criteria used in the "promotion to tenure" process provided by the Provost's Office. The Provost's guidelines are available on-line at http://www.utexas.edu/provost/policies/evaluation/tenure/promote_tenure.html

Completing the review. The Budget Council chair will meet with the Assistant Professor, either on the day of the presentation or soon after, to review the report and provide any other advice from the Budget Council. The AP may provide a written response to this report to the Budget Council no later than May 1.

Appendix 1: Materials Required for the Annual Review

Curriculum vitae

Annual reports

Teaching evaluations

A copy of all publications and other evidence of scholarship or creativity

Any additional document the AP wishes to include

Information required on each of these items is detailed in the Provost's guidelines for "promotions of tenured and tenure track faculty," available on-line at

http://www.utexas.edu/provost/policies/evaluation/tenure/promote_tenure.html

Appendix 2: Annual Review Schedule

<u>Date</u>	<u>Event</u>
September subcommittee	Budget Council Chair appoints a one-member
October 1	Deadline for submission by the AP of review material
October 1-November 1	Peer teaching evaluations conducted
	Fourth- and fifth-year AP presentations to Budget Council
	Budget Council meets to review progress