

PRE- AND POST-MIDTERM CONFERENCE GUIDELINES

4.1.6 The Probationary Period

The probationary period is the period during which a tenure-track member of the Faculty may teach without tenure. This period is understood as consisting of a certain number of probationary years; an academic year that includes two semesters of full-time teaching normally counts as a probationary year. [Added 11-9]

4.1.6.1 The maximum number of probationary years varies with rank: assistant professors are allowed seven, untenured associate professors are allowed five, and untenured full professors are allowed three (see charts below). Tenure review will normally occur in the penultimate probationary year. If tenure is awarded, it begins with what would have been the last probationary year; otherwise the last probationary year is terminal. [Rev. 11-9]

4.1.6.2 While the following tables represent the usual review sequence in a probationary period, circumstances outlined in Sections 4.8.3.3, 6.1.10, 6.1.11, 6.1.15.2.3, and 6.2.2 may alter the probationary period and thus the timing of the reviews. [Rev. 10-37 and 10-38, Board, Oct. 22, 2011]

Untenured Assistant Professors [Added 11-9]

<u>Years of Full-Time Teaching at Lafayette</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>Year 7</u>	<u>Year 8</u>
<u>Review Pattern for Assistant Professors</u>	<u>No formal review</u>	<u>Pre-midterm conference in spring semester</u>	<u>Midterm review in spring semester</u>	<u>Research Leave – one or two semesters</u>	<u>Post-midterm conference in the spring semester</u>	<u>No formal review</u>	<u>Tenure review in fall semester</u>	<u>Tenure effective or terminal year</u>

Untenured Associate Professors [Added 11-9]

An untenured Associate Professor does not undergo a post-midterm review.

<u>Years of Full-Time Teaching at Lafayette</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
<u>Review Pattern for Untenured Associate Professors</u>	<u>Pre-midterm conference in spring semester</u>	<u>Midterm review in spring semester</u>	<u>No formal review, no research leave</u>	<u>Tenure review in fall semester</u>	<u>Tenure effective or terminal year</u>

Untenured Full Professors [Added 11-9]

An untenured Professor does not undergo a pre-, post-, or midterm review.

<u>Years of Full-Time Teaching at Lafayette</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
<u>Review Pattern for Untenured Professors</u>	<u>No formal review</u>	<u>Tenure review in fall semester</u>	<u>Tenure effective or terminal year</u>

4.3.5.1 Pre- and Post-Midterm Conferences

Untenured assistant and associate professors are evaluated by way of a departmental conference prior to the midterm review. An untenured assistant professor also normally participates in a post-midterm conference during the year following his/her research leave. (See Section 4.1.6 for a delineation of the probationary period.) [Added 10-37, Board, Oct. 22, 2011, 11-9]

4.3.5.1.1 The departmental conference will entail a meeting between the untenured faculty member and a committee (the conference committee) made up of the Department Head and one or two tenured members of the department selected, in consultation with the Department Head, by the untenured faculty member. [Added 1975, 85-31.2, Rev. 1990, 1991, 93-30, 98-27, 10-37, Board, Oct. 22, 2011, 12-20]

4.3.5.1.2 Materials for review Prior to the pre-midterm or post-midterm departmental conference, the untenured faculty member submits to the conference committee a brief self-evaluation, his/her teaching and scholarship portfolios, student evaluations, annual Professional Activities Forms, an updated curriculum vitae, and classroom observation summaries. For the post-midterm conference, the conference committee will also consider the Departmental Review Committee's midterm letter, the midterm report from the Promotion, Tenure, and Review Committee, the research leave report, and, at the faculty member's discretion, any response to the midterm report that he/she may have offered. [Rev. 10-37, Board, Oct. 22, 2011, 11-9, 12-30, 14-20]

For a description of the self-evaluation, curriculum vitae, and portfolios, see the Sections 4.3.4.1 through 4.3.4.5. [Rev. 11-9]

4.3.5.1.3 The purpose of the meeting with the conference committee is to review the untenured faculty member's teaching, scholarship, and service record to date, identify accomplishments and areas for further development and growth, chart a tentative path for the coming year(s), and address any questions or concerns the faculty member may have. [Added 10-37, Board, Oct. 22, 2011, Rev. 11-9, 12-30]

Conference report The conference committee prepares a written conference report within approximately three weeks summarizing the discussion during the meeting, evaluating the professional development of the faculty member, and offering direction and guidance for continued professional growth and development. The conference report is shared with the untenured faculty member. If the untenured faculty member requires any clarification regarding the report, he/she may request it within two weeks from the members of the conference committee. Having received the report, and any requested clarifications, the faculty member signs the report to acknowledge that he/she has read it and the conference report along with a copy of the self-evaluation and curriculum vitae are sent by the Department Head to the Provost by May 1. A copy of the signed

conference report is provided to the untenured faculty member. [Added 10-37, Board, Oct. 22, 2011, Rev. 11-9, 12-30]

4.3.5.1.4 If the faculty member disagrees with the conference report, he/she may send a written response to the Department Head, with a copy to the Provost. [Added 1987, Rev. 1995, 10-37, Board, Oct. 22, 2011, 11-9]

Following the conference meeting, the Department Head shares the signed conference report and any response to it by the untenured faculty member with the tenured members of the department. [Added 1987, Rev. 1995, 10-37, Board, Oct. 22, 2011, 11-9]