

Department of Educational Leadership & Policy Studies Non-Tenure Track Third Year Review Policy

1. Overview

This document is intended to provide guidance for non-tenure track promotion seeking professors as they work towards promotion in the Educational Leadership & Policy Studies Department (DELPS) in the College of Education (COE) at the University of Houston (UH). A portfolio must be submitted to the Department Chair by March 1st of the candidate's third-year.

The faculty member will meet at least once a year, outside the normal yearly evaluation, with the Department Chair to review progress towards a successful pre-promotion review. During the meeting, the faculty member will provide specific examples of his/her work in two of the three areas (i.e. research and scholarship, teaching and student learning, and/or service) as specified in the Interim Non-Tenure Track (NTT) Faculty Policy (2016). The Department Chair will in turn provide constructive feedback over the progress made during the entirety of employment in the promotion-eligible non-tenure track position and practical guidelines for the faculty member moving forward. The department policy aligns with the UH Faculty Handbook.

Reviews during Probationary Period. Every promotion-eligible non-tenure track faculty will undergo an annual performance review conducted by the Department Chair or appropriate administrator or committee according to departmental procedures. Additionally, faculty whose appointment letters state that they have at least a four-year probationary period prior to being eligible for promotion must undergo a thorough pre-promotion review. This pre-promotion review is in addition to the annual performance review and will be carried out according to departmental procedures. This pre-promotion review normally is conducted during the faculty member's third year for those on a six-year probationary period. The faculty member under pre-promotion review must submit a portfolio in accordance with departmental/college policies and criteria for mandatory promotion review. An independent review will be conducted by at least the departmental Non-Tenure Track Promotion committee and the departmental chair and include any additional review levels mandated in detailing the strengths and weaknesses of the pre-promotion review portfolio. The final letters generated as part of the departmental pre-promotion review become part of any subsequent mandatory promotion review portfolio.

2. Schedule of Review Process

Each non-tenure track faculty member will undergo a third-year review in the spring of the third full academic year of service. The review will consider all activities and achievements that are eligible for consideration in a promotion review, including activities undertaken by non-tenure track faculty members in a comparable position at another institution. In accordance with the UH policy, if the non-tenure track faculty member began service at UH in a non-promotion-eligible non-tenure track position, the review should be held in the third year of full service since appointment to the promotion-eligible position and should include only those activities and accomplishments since entering the promotion-eligible track. Also, in accordance with UH policy, a promotion-eligible non-tenure track faculty member may request an extension of the probationary period prior to the third year review and in adherence with University policy. If the extension is granted, the third year review will be undertaken at the agreed upon as outlined in the approved documentation.

3. Evaluation Components

The areas of evaluation during the pre-promotion review align with the University Interim Non-Tenure Track (NTT) Faculty Policy (2016) and Departmental policies regarding workload and promotion. Each area is listed below with the corresponding criteria needed for the review. While faculty are not expected to demonstrate full capacity in both UH promotion areas during the pre-promotion review, faculty are expected to demonstrate emerging national prominence, research and scholarship that are independent (if applicable), teaching ability (if applicable), and some service-based work (if applicable).

A portfolio of the following components will form the basis for the evaluation. It is the responsibility of each faculty member undergoing a pre-promotion review to ensure that the material contained in their packet is complete, accurate, and professionally presented.

The pre-promotion review portfolio should consist of a copy of the Offer Letter, Curriculum Vitae, Statement of Accomplishments, and Relevant Exhibits.

4. Portfolio Documents

- Offer letter
- If applicable, a copy of an approved extension letter.
- Curriculum Vitae
 - Research and Scholarship (if applicable)
 - Teaching and student learning (if applicable)
 - Service
- Statement of Accomplishments (3-page single space)
 - Description of career goals
 - Accomplishments in each area of the UH workload
 - Direction for future work
- Relevant Exhibits
 - Up to three publications and/or papers under peer review that represent a sample of scholarly work (if applicable).
 - All UH teaching evaluation scores and, as the candidate chooses, additional comments provided on those evaluations by students (if applicable). Candidates may also include a contextualizing statement.
 - Copies of the annual performance review letters from the Department.¹
 - As the candidate chooses, evidence of service in support of what has been documented in the CV.

5. Letters from the Review Committee and the Department Chair

The purpose of the third-year review is to provide mid-stream feedback, from the department promotion committee and the department chair, to pre-promotion faculty to help them assess their progress toward achieving promotion at UH. It is also an opportunity for the department to

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carry out a comprehensive assessment of performance and make recommendations concerning the reappointment of the faculty member.

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The letter from the review committee must indicate strengths and areas for improvement. The letter should also indicate a specific recommendation (see below) with accompanying vote.

The letter from the Chair to the faculty member must indicate whether or not the non-tenure track faculty member is being reappointed, along with the reappointment terms (for instance, a one-year renewal with required 4th year review). The letter should state specific reasons for the decision and, if appropriate, suggestions for performance improvements. The letter should specifically indicate that one of three possible decisions has been made:

- Reappointment with no reservation
- Reappointment with reservation and specific steps to be taken (may entail an additional review scheduled before the mandatory promotion review)
- Non-reappointment with specific reasons

6. Due Process

In alignment with University Policy, faculty undergoing 3rd year review have the right to be heard, to clarify vagueness, and/or correct factual errors before any recommendation is forwarded to the next level of review.

1. Revision Log

Revision Title	Inserted Revision	Date and Recorded Vote of Faculty Approval
Original development of full Policy	Full policy	February 5, 2019 (vote of 19-0)
Due process and voting	Section 6 was added to clarify due process procedures. Language was also added to specify inclusion of a vote. Finally, typographical errors were corrected.	April 2, 2019 (vote of 15-0-0)