

Case Western Reserve University  
College of Arts and Sciences

**Supplemental Instructions 2008-09**  
**FACULTY ANNUAL REVIEWS**  
**Faculty Activity Report and Annual Review of Tenure-track Faculty**  
**Third-Year Review of Tenure-track Faculty**

University policies for annual reviews of faculty are presented in the Faculty Handbook, Chapter 3 (<http://www.case.edu/president/facsen/frames/handbook/CASEFH2006.pdf>). Please review that information carefully. These instructions are supplemental to those policies; please read this document carefully as well. All forms, policies, guidelines, samples, etc. mentioned herein are available on the college's web site (<http://www.case.edu/artsci/forms/>).

At the beginning of each academic year, the dean's office will send a list of current untenured tenure-track faculty members to the department chairs. Each chair is to take note of those faculty members in his/her departments who should receive either an annual or a third-year review.

**Faculty Activity Report and Annual Review of Tenure-Track Faculty**

Any faculty member holding the rank of Instructor, Senior Instructor, Assistant Professor, Associate Professor, or Professor shall complete a *Faculty Activity Report* each year. The form, which will be updated annually and posted on the college's Forms and Documents web site, will contain appropriate instructions for completion and submission.

Departments shall review, on a yearly basis, each untenured tenure-track faculty member's performance in the areas of teaching, research, and service, evaluate his/her progress toward tenure, and submit the results to the dean's office. The *Faculty Activity Report* form should be used for all annual reviews except for the third-year review (see below). A current, dated c.v. should be included with each review. After considering all documents, the dean will send the chair his comments on the faculty member's performance and progress. At the earliest possible date—and no later than June 30 of the current academic year—the chair shall provide the dean's evaluation to the faculty member in the course of a follow-up discussion. Annual review documents shall become part of the faculty member's permanent file.

**Faculty Activity Reports and Annual Reviews**  
(submitted in electronic format) are due in the dean's office  
**February 16, 2009.**

**Third-Year Review**

This review, is intended to be the midpoint review in the college's normal six-year tenure clock. The documents assembled by the candidate and the department closely match those assembled for a tenure file, except that the third-year review does not include external evaluation letters. The document *Policy for Third-Year Review of Tenure-Track Faculty* describes the review process and specifies the information required. The *Third-Year Review Cover Sheet* lists the materials to be included in the review file. Please DO NOT USE the *Faculty Activity Report* form for a faculty member's third-year review.

All eligible department faculty members—or all members of a special committee, if the dean has appointed one—shall review the materials in the third-year file and participate in the evaluation, usually in the form of a meeting called specifically for this purpose. The chair will prepare a document that lists the meeting participants and provides comments on the faculty member's performance in the areas of teaching, research, and service, and of his or her progress toward tenure, based on the discussion at the meeting. The document should be signed by all eligible members. An eligible participant who feels that the summary is not a thorough or accurate description of the discussion may submit a letter to the dean no later than the due date shown below, and in accordance with instructions in the Faculty Handbook. The chair should show the comments to the tenure-track faculty member before it is included in the third-year file and forwarded to the dean. Unless alternate arrangements have been made, the chair is to send the file to the dean no later than the due date shown below.

The dean will forward the third-year file to the college's Committee on Appointments. The Committee on Appointments is to comment on the faculty member's performance and progress, as well as the departmental process for the third-year review. The Committee on Appointments will then forward the faculty member's file to the dean.

After considering the entire file, the dean will provide his comments. The dean's comments, along with a copy of the comments prepared by the Committee on Appointments, will be forwarded to the department chair. At the earliest possible date—and no later than June 30 of the current academic year—the chair shall give the faculty member a copy of the committee's comments and the dean's comments during a follow-up discussion. Third-year review documents shall become part of the faculty member's permanent file.

**Third-Year Reviews** (submitted in electronic format) are due in the dean's office  
**February 16, 2009.**

Related Documents:

Form: Faculty Activity Report / Annual Review 2008-09

Form: Third-Year Review – Cover Sheet

Policy for Third-Year Review of Tenure-Track Faculty

Policy on Faculty Development

Policy on Mentoring Tenure-Track Faculty

Policy on Evaluation of Teaching