Three-Year Review Guidelines for Faculty on the Tenure Track

General Guidelines
1. The Departmental Chair will be notified that a 3 yr review is necessary.
2. The faculty member being reviewed should update their CV and prepare information that addresses their teaching, service, and research activities.
3. The Departmental Promotions Committee should review this material using the “3 yr Evaluation Guidelines” to assure that all the necessary information is provided. This Committee should provide a written summary of their findings to the Chair, who is expected to summarize their findings and discuss with the faculty member.
4. The Chair should submit to the P/H Committee the Departmental Review, the Chair’s Summary, and written acknowledgment from the candidate, that all of the findings have been discussed with the faculty member.

Research
1. What are the faculty member's research priorities for the upcoming three years?
2. Is there sufficient support within the school to ensure this faculty member's success? What specific steps will the Department take to mentor him/her? What resources have been made available to this faculty member to enhance his/her potential success as a nationally recognized leader in their field?
3. Does this faculty member have an independent research project/program? If not, is he/she making sufficient progress towards independence?
   • Did the individual have an adequate start-up package upon entering Tulane?
   • Has this faculty member succeeded in obtaining extramural funding as principal investigator? If not, is there convincing evidence that he/she has a high probability of securing independent funding within the next 2 years?
   • List what grant proposals have been submitted and to what entities? How many have been approved and/or funded?
4. Has this faculty member contributed scholarly publications in peer-reviewed journals? Has he/she published, or presented original research that was conducted independent of his/her mentor?
   • What is the number of his/her publications?
   • In which journals?
   • How many papers since his/her last faculty appointment or promotion?
   • How many as corresponding or senior author?
5. There must be a commentary regarding the promise and the significance of the investigative work and the synergy of this work with the department's and school's strategies for scientific and professional advancement.

Clinical/Teaching/Service
1. What are the faculty member's clinical duties? How do they enhance or hamper his/her ability to conduct research or teach?
2. What are the faculty member's teaching duties? How does he/she participate in the teaching mission of the department? What are his/her strengths or weaknesses?

3. What is the faculty member's service to the University community? Does he/she serve in any departmental/school/ university committees?

**Summary**

1. Is this faculty member on the proper trajectory to receive tenure? If not, what additional things should he/she be doing?

2. Is this faculty member making sufficient progress towards independence? What is his/her service to the scientific community?

3. What are the faculty member and the department doing to balance service including teaching, training, and research?

**Recommendations of the P/H Committee:**

Agree with the Departmental/Chair Review, faculty member progressing satisfactorily towards tenure. No further recommendations.

Agree with the Departmental/Chair Review, faculty member progressing satisfactorily towards tenure. The P/H Committee also makes the following recommendations:

Agree with the Departmental/Chair Review, faculty member not progressing satisfactorily towards tenure. Agree with their recommendations. The Personnel and Honors Committee requests a one-year follow-up report on the faculty members progress.

The Personnel and Honors Committee does not think the faculty member is progressing satisfactorily towards tenure and recommends that the candidate be moved to an appropriate non-tenure track.

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