

**DHA Process for
Four-Year Review of Tenured Associate Professors**

Approved by DHA faculty on October 17, 2014

This review is required every four years to provide feedback about the faculty member's progress towards meeting the criteria for promotion in subsection 9.2 on the policy on *Faculty Tenure* and in the unit 7.12 statement.

- Notify faculty member to be reviewed.
- Review to take place early Spring semester, by all full professors
- Materials (curriculum vitae, and teaching, research, and service statements) to be submitted: updated vita, updated statement of research, teaching and service
- Materials to be submitted three weeks prior to scheduled review meeting. Materials to be distributed to full professors 2 weeks prior to meeting
- A full professor will present the materials and draft the statement of review and recommendations at review meeting. This responsibility will rotate along with annual P & T and probationary review duties.
- A mentor committee will be appointed by the department head in consultation with the faculty member to support the associate professor. The committee can be appointed at any time, and is required following the four year review.
- The department head will complete the required form, meet with faculty member to review and submit to the Vice Provost of Faculty Affairs.