Assistant professors of the practice must complete a full review at least every other review for reappointment. Associate and full professors of the practice must complete a full review at least every third term (and in their first term if their initial appointment was at the associate level). The department chair may require a full review for any renewal. (Full reviews also are required for candidates for promotion. Please see separate guidelines for promotion reviews.)

**Deadline.** All materials need to be received in the Dean's Office by February 1 of the academic review year.

**Basic Requirements.** A full review requires the following:

- Conducted by departmental faculty review committee
- Review report (prepared by committee)
- Discussion and vote by faculty eligible to vote on the case. Eligible voters include tenure-track and practice/clinical faculty members at or above the rank of the reviewee. The vote must be conducted with double-blind balloting to ensure preservation of anonymity. The department chair does not vote.
- Summary of discussion in meeting where vote was taken
- Chair's memorandum, including the results of the vote, the chair's independent analysis of the strengths and weaknesses of the case, and a recommendation regarding reappointment (three- or five-year terms are standard, depending upon rank).
- Draft of chair's counseling letter
- Supporting documentation:
  1. Faculty member's statement
  2. Faculty member's CV - annotated
  3. Faculty member's duties (extracted from appointment letter or other source). It is NOT appropriate to include the entire appointment letter and salary information in the file reviewed by voting faculty.
  4. Copies of publications and manuscripts (if any) completed at Vanderbilt during current term of appointment
  5. Reviewee’s teaching evaluations, including students’ written comments and departmental averages
  6. Reports from faculty members who have observed reviewee’s teaching (see below for number of observers and observations required)
  7. Other evaluation(s) of teaching (optional)
  8. Letters from internal and external referees (as appropriate and/or required by the faculty committee; not encouraged)
**Confidentiality.** Vanderbilt University regulations stipulate that all materials in the review file, including the review report, can be seen only by faculty eligible to vote on the case, the Dean, and her advisory committee. In particular, the review report may not be shared with the faculty member whose performance is under review. Staff members who provide clerical support must maintain strict confidentiality.

**Review committee.** The committee’s members must consist of faculty members eligible to vote on the case, and the committee must submit a report. While students may not serve on the committee, their input may, of course, be sought.

**Copies of publications and manuscripts.** Include only material published or produced during the current term of appointment.

**Teaching evaluations.** For each course taught at Vanderbilt, means and standard deviations of all course evaluation questionnaire items must be reported along with students’ written comments. Please use the Excel template (available from Dawn Hale, Dean’s Office) for reporting the quantitative data. The review reports should focus on items 4, 7, and 9 (pre fall 2016) and items 12, 13, 14 fall 2016 forward. Please clarify any anomalous results and supplement questionnaire data with appropriate additional information, including department norms and evaluations of the faculty member’s syllabi.

**Teaching observations.** As stipulated by the Guidelines for Appointment, Review, and Promotion of Practice and Clinical Faculty, for an assistant professor of the practice six observations, involving at least three observers and at least three different class sessions, some of which are for different courses, are required. For associate and full practice and clinical faculty, four observations by at least two different observers are required. The department chair or departmental review committee can, however, determine that additional teaching observations are necessary.

**Referees (optional).** Internal referees might, for example, include persons who have carefully reviewed a manuscript produced by the faculty member, who have collaborated with the faculty member, or who have experienced the faculty member as a mentor or teacher. External referees might, for example, include relevant school personnel or other persons who have worked with the faculty member. Neither internal nor external letters are required or encouraged.

**Review report.** The review report should contain the following information:

- The faculty member’s terminal degree, year earned, institution, and area(s) of study
- Postdoctoral study/employment history prior to joining the Vanderbilt faculty
- Year and semester of initial appointment to Vanderbilt faculty
- Beginning and ending dates of current appointment
- Details of any leaves (e.g., due to illness or pregnancy) during current appointment
• Summary of duties
• Scholarly and professional foci
• Quality and significance of scholarly production during current appointment
• Quality of teaching
• Quantity and quality of service
• Performance in other areas of responsibility (identified in summary of duties)
• Recommendation regarding reappointment

Summary of discussion in meeting where vote was taken. This should include the issues that were raised, the strengths and weaknesses of the case that were noted, and suggestions regarding advice that should be given to the reviewee. Attribution of remarks to individual persons at the meeting should not be made.

Counseling letter. The purpose of the chair's counseling letter is to provide realistic and detailed feedback, in an encouraging and supportive framework, to the reviewee regarding his or her performance and actions that may need to be taken to improve future performance. Recommendations from the review report and the deliberations of the voting faculty should be incorporated in a form that can help the reviewee redirect his or her effort (if appropriate), better understand productivity expectations, and know specific steps to be taken to obtain help that may be needed (e.g., to improve teaching ratings). This letter is mandated by the Guidelines for Appointment, Review, and Promotion of Practice and Clinical Faculty.

In all cases of review, faculty members who receive reappointment shall receive detailed letters that provide formative feedback that assists the practice or clinical faculty members in their professional development. This shall include areas of strength to sustain, areas for improvement, and an evaluation of whether or not the practice or clinical faculty member is on track for promotion as well as guidelines for achievements necessary for promotion. Copies of formative feedback letters must be included in faculty members' files.

Timeline for process. The review and reappointment process includes the following steps:

September

Members of the review committee are selected

Fall Semester

The faculty member (reviewee) supplies the following items:

• Copies of material published or produced during the current term of appointment.

• Personal statement (no longer than 10 double-spaced pages)
• Course syllabi
• Current CV, with items that have been added since previous review highlighted

Reviewee's teaching is observed by faculty colleagues as described above.

Student evaluations of teaching (excluding current semester) are assembled. Internal and external (if applicable) reviewers selected. Departmental faculty review committee completes draft of its report based on all information except student ratings of teaching for current (fall) semester.

Just after fall grades submitted

Summary of fall teaching evaluations available to reviewee and departmental faculty review committee.

January-February

Departmental review committee completes its report, taking fall teaching ratings and any additional materials (recent reprints, comments on fall teaching ratings, etc.) from reviewee into account.

Eligible departmental faculty members meet and vote on renewal of appointment. Eligible voters include tenure-track and practice/clinical faculty members at or above the rank of the reviewee. The vote must be conducted with double-blind balloting to ensure preservation of anonymity.

Department chair sends review file, including chair's recommendation, to Dean.

By February 1

Peabody Promotion and Tenure Committee meets to discuss case. If Dean recommends renewal, review file is sent to Vice-Provost. When Vice-Provost's approval of reappointment has been received, Dean works with department chair to finalize counseling letter.

March

Counseling letter shared with faculty member, who meets with department chair and signs acknowledgment of receipt and discussion of letter; copy of cosigned letter sent to Dean.

Late in Spring Semester

Reappointment letter sent to faculty member.