Preparing for Your Second-Year Review
Advice for Tenure-Track Faculty Members in Their First Year at Peabody College

Your second-year review will occur in the fall of your second year on the tenure track at Peabody College of Vanderbilt University. This review will provide a very important opportunity to maximize your professional development. This document is intended to explain what you will be asked to do and provide some suggestions you may find helpful.

The second-year review is primarily for formative feedback and is expected to lead to your second (and two-year) appointment on the tenure track. The review will focus on the following questions:

• Have you started a research program with apparent promise?
• Is your teaching progressing satisfactorily?
• What should you do to maximize the development of your research program?
• What should you do to improve your teaching?

Early in the fall of your second year, you will be asked to provide a personal statement, your current CV with annotations regarding your role in any coauthored papers, copies of your course syllabi, and copies of publications and manuscripts you have completed since your appointment on the tenure track.

The information regarding your role in any coauthored papers should be provided in a sentence or two, perhaps including percentages, for each paper with multiple authors. For example, if you produced a particular paper with two coauthors, the annotation might be something like the following: "I conceived this study, collected and analyzed the data, and wrote the first draft of the manuscript (80%). Smith (15%) helped refine the design of the study and commented on drafts, while Jones (5%) assisted with the data analysis and read the final draft." The use of percentages is optional, and you will not be disadvantaged if you choose not to include them.

Your personal statement—which must be no longer than ten double-spaced pages—affords you an opportunity to provide a summary of your professional accomplishments and plans. The content and organization of your statement are at your discretion, but you may wish to include

• A description of the major themes of your research
• A discussion of linkages among various research projects you have under way
• Your future research plans
• A description of your teaching philosophy and objectives, including past and planned course and curriculum development

It is important to keep in mind that the statement you prepare for your second-year review will necessarily tend to be somewhat "future-oriented" and should focus on what you have done to
launch yourself on a trajectory that eventually will make you a successful tenure candidate several years hence. As you develop your statement, you should feel free to consult with faculty in your department.

In the fall of your second year, two of your faculty colleagues will ask to observe your teaching on at least two occasions. Their reports will supplement student evaluations of your teaching. You are welcome to provide any other information you wish regarding your teaching.

In January of your second year, you will have an opportunity to review your fall teaching ratings and, if you wish, comment on them in writing. Also, you should make sure you have supplied any relevant materials (e.g., a new manuscript) that were not ready or available in the fall. Please consult the chair of the faculty review committee regarding the deadline for submission of these items.

Late in the spring semester of your second year, your department chair will meet with you to discuss the results of the review and will follow up your meeting with a “counseling letter.” The purpose of the counseling letter is to provide realistic and detailed guidance, in an encouraging and supportive framework, to you regarding your progress and actions that you may need to take to help achieve a trajectory likely to result in a positive tenure review. In other words, the letter will contain important career development suggestions that you should carefully follow.

It is anticipated that your official reappointment letter (from the Dean of Peabody College) will be sent late in the spring semester, depending upon the timing of approval from the Provost’s Office.