Contract Renewal & Evaluation
Professors of Practice
College of Business
March 2014

Procedures
The purpose of the contract renewal evaluation is to: (1) provide the candidate with feedback on performance and (2) provide the department chair and dean a recommendation on contract renewal. The contract renewal evaluation includes an evaluation by the tenured faculty and professors of practice of equivalent or higher rank (or other committee as specified by departmental by-laws) and an independent evaluation by the department chair. For the purposes of contract renewal assistant professors of practice will be evaluated at the end of the second year, associate professors of practice will be evaluated at the end of the third year, and full professors of practice will be evaluated at the end of the fourth year.

The candidate shall provide the department chair the following materials:
- Vita
- Summary of courses taught and enrollments for the specified period
- Evidence of Teaching Proficiency - including but not limited to summaries of course instructor evaluations, copies of syllabi, and grade distributions for each course taught.
- Evidence of performance in service and/or research apportionments as specified in contract

The tenured faculty and professors of practice of an equivalent or higher rank (or other committee as specified by departmental by-laws) will review the faculty member’s materials and will provide feedback and a recommendation to the department chair regarding contract renewal.

The department chair will conduct an independent review of the faculty member’s performance. The department chair will meet with the faculty member and communicate the recommendation of the faculty and the department chair regarding contract renewal.

Timeline
March 1 Professor of practice submits materials to the department chair as specified above.
March 1- March 15 Tenured faculty and professors of practice of an equivalent or higher rank (or other committee as specified by departmental by-laws) will review the materials and evaluate the faculty member’s performance. This group will prepare a letter to the department chair summarizing their feedback and recommendation regarding contract renewal.
March 15 Letter from the faculty to the department chair is due in the department chair’s office.
March 15-April 1 Department chair evaluates the faculty member’s performance, prepares a letter to the dean summarizing his/her feedback and recommendation regarding contract renewal. The department chair meets with the faculty member and shares both sets of feedback (from the tenured faculty and from the department chair) with the candidate.
April 1 Letters from the faculty and the department chair are due in the Dean’s Office.
April 1-15 The Dean will confer with the department chair in the case of a candidate who has not received a favorable recommendation and whose contract is likely not to be renewed.
April 15 The Dean will meet with the candidate and share an independent assessment of progress towards promotion and the decision regarding employment status.