

FORM FOR FIRST- AND SECOND-YEAR REVIEWS OF PROBATIONARY FACULTY

Name of Faculty Member _____ Department

Date of appointment to Wittenberg Faculty _____ and to present rank

The department chair should hold an annual conference with each faculty member on probationary contract. Before scheduling the conference, the chair should consult with tenured members of the department, students (including student evaluations, and/or student groups such as honoraries), and information submitted by the faculty member. In the conference with the candidate the chair should use the criteria outlined in the "Guidelines for Assessing Professional Qualifications for Tenure" to discuss the probationary faculty member's strengths, weaknesses, and progress toward advancement for tenure. The department chair should complete this form and show it to the candidate, and both should sign it. The completed form should be sent to the Provost's Office, no later than July 1.

Chairs: Please be specific in completing the following and cite sources of information, including peer review where appropriate.

Progress toward completion of doctorate (if not yet completed):

Areas of Strength (refer specifically to the "Guidelines for Assessing Professional Qualifications for Tenure"):

Needs to Improve on: (refer specifically to the "Guidelines for Assessing Professional Qualifications for Tenure"):

Progress made since last review (relevant only in second-year review):

What suggestions were made for improvement?

What conversation took place regarding prospects for tenure from the departmental perspective?

Department Chair Faculty Member

(Signature means that faculty member has read the report. The candidate is encouraged (but not required) to append to the departmental evaluation a response, which may take the form of a self-evaluation.

Date of Report Date(s) of Conference(s)