

GUIDELINES FOR THE CONDUCT OF 5-YEAR REVIEWS OF ENDOWED FACULTY POSITION HOLDERS

Background: All endowed positions (Chairs, Professors) in the College of Forestry that are fully or partially supported by gift funds are appointed for a fixed period of time, usually five years. If funds are available and the endowed position remains viable, the incumbent may seek reappointment. As part of that process, their performance is evaluated to a) determine the effectiveness of the incumbent in achieving the objectives of the endowed position, and b) assess the likelihood that reappointment will lead to continued success. This review process is separate from an annual PROF or other administrative review.

This document provides guidelines for the conduct of the 5-year review.

1. In the fifth year of the endowed position appointment, the incumbent's department head will establish a timetable for the 5-year review and make a recommendation to the Dean for membership of a Review Committee to conduct the formal evaluation. The Dean approves the committee and issues a charge for the review.
2. This review is conducted only if the incumbent seeks reappointment and the endowment is financially viable and able to support future appointments.
3. The Review Committee will be comprised of a minimum of three members, including at least one tenured faculty member from the incumbent's department and one from another department within the College. At the discretion of the Dean or the Department Head, additional members from outside the College with comparable credentials may be included as appropriate. Untenured faculty, staff, and students will not normally be included on the Review Team, but may be invited to provide input.
4. Donors associated with the endowed funds will be informed of the review and invited to provide input, but they cannot be appointed to the Committee.
5. The incumbent will prepare a dossier with:
 - a. Updated CV.
 - b. Statement of key accomplishments and impacts while in the endowed position.
 - c. Statement of objectives and goals for a subsequent term, if reappointed.
 - d. Other evidence of accomplishment and impact. Normally, external evaluation letters from peers will not be solicited.
6. The incumbent will prepare and deliver a public seminar on accomplishments and plans. The seminar is coordinated by the Review Committee, with logistical support from the incumbent's department.
7. The Review Committee considers all evidence and prepares a written evaluation of the incumbent's performance and makes a recommendation to the Dean for reappointment or reassignment.
8. The incumbent's department head prepares an independent assessment and recommendation.

9. The dossier and all recommendations are sent to the Dean not later than May 15 of the fifth year of the appointment. The Dean makes the decision to reappoint or reassign the incumbent by June 1.
10. The incumbent will receive a letter of reappointment or reassignment from the Department Head by June 30.