


Name of Policy: <u>College of Medicine and Life Sciences Faculty Review Policy</u>			
Policy Number: 3364-81-25		Effective Date: 7/1/24	
Approving Officer: Dean, College of Medicine & Life Sciences		Original effective date: 9/28/20	
Responsible Agent: Associate Dean for Faculty Affairs and Development, College of Medicine & Life Sciences (COMLS)			
Scope: Faculty in the College of Medicine & Life Sciences			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo provides faculty with formal feedback on a regular basis to evaluate academic performance and, where applicable, progress towards promotion and tenure.

(B) Purpose of Policy

The purpose of this policy is to support formal feedback for all College of Medicine and Life Sciences (COMLS) faculty members.

(C) Scope

The policy applies to all full and part-time faculty members with primary appointments in COMLS and not bound by a collective bargaining agreement (CBA).

(D) Procedure

- (1) Annual review: All University of Toledo COMLS faculty will undergo an annual review to evaluate academic performance by their department chairperson or division chief. The annual review will be completed using a standard template, available on the COMLS Faculty Affairs and Development website, that evaluates academic performance in the appointment track. Goals and plans for the next year and long-term career goals should be reviewed. The chairperson or division chief will provide a written summary including expectations with action steps.
- (2) Pre-Promotion Review: Faculty members in tenure-eligible tracks will undergo a review of their academic performance after completion of three years and no later than the start

of their fourth year. This review must include an updated CV, a self-assessment, the three previous annual reviews, and copies of all publications and teaching evaluations since the faculty appointment to the tenure eligible track. The Departmental Appointments, Promotions, and Tenure (dAPT) committee will review the candidates' progress towards promotion and/or tenure. The dAPT committee will submit a written review to the chair to attest that the candidate is progressing towards promotion and/or tenure on their current faculty track or highlight areas where performance improvement may be needed.

- (3) **Post tenure Review:** Faculty with tenure shall undergo post-tenure professional assessment in the fifth year after tenure is awarded and each five years subsequently. The review assesses summative performance over the last five years, goals for the next 5 years, and plans for professional development for the next 5 years. A post-tenure review that indicates unsatisfactory performance will result in the development of a performance improvement plan as detailed in the Faculty Rules and Regulations, and the Post Tenure Review Policy 3364-72-52.

All reviews will be housed in the university's activity reporting and evaluation software.

<p>Approved by:</p> <p><u>/s/</u> Christopher J. Cooper, M.D. Dean, College of Medicine & Life Sciences</p> <p><u>7/1/24</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Associate Dean for Faculty Affairs and Development, College of Medicine & Life Sciences</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 09/28/20</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none"> • 7/1/24 <p>Next review date: 7/1/27</p>
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