

2nd and 4th Year Peer Reviews – Form F2.12
[Circle Either 2nd or 4th, As Appropriate]
(EVALUATING PROGRESS TOWARD TENURE AND PROMOTION TO
ASSOCIATE PROFESSOR, OR TOWARD TENURE ALONE FOR FACULTY AT THE
RANK OF ASSOCIATE PROFESSOR OR PROFESSOR)

Note: Instructions for both reviews appear on page 6.

Name of Faculty Member: _____ Highest Degree: _____ Year: _____ Institution: _____

Present Rank or Title: _____ College: _____ Department: _____

Initial Appointment at Lamar: _____ Date: _____ Rank: _____

Credit (in years) for Prior Experience toward: Promotion: _____ Tenure: _____

Full-Time Professional Experience:
(Including current academic year) Non-Coll/Univ: _____ Non-Lamar Coll/Univ: _____ Lamar: _____ Total: _____

Number of Years in Current Rank at Lamar (including current academic year):

Review and Evaluation of Teaching Proficiency and Effectiveness

Review and Evaluation of Scholarly Production/Research/Creativity

Review and Evaluation of Professional Achievement and Leadership

Review and Evaluation of Participation in Department/College/University Affairs

Review and Evaluation of Student Relationships

Department Committee Vote on Satisfactory Progress (Y-N-A): ___ - ___ - ___

_____/_____, Committee Chair
Signature Date

_____/_____, Member
Signature Date

_____/_____, Member
Signature Date

_____/_____, Member
Signature Date

_____/_____, Member
Signature Date

_____/_____, Member
Signature Date

_____/_____, Member
Signature Date

_____/_____, Member
Signature Date

_____/_____, College Committee Representative (2nd Year Review Only)
Signature Date

Department Chair's Comments

_____/_____, Department Chair
Signature Date

Dean's Comments

_____/_____, Dean
Signature Date

4th Year Review by College Personnel Committee

Name of Candidate: _____ Department: _____

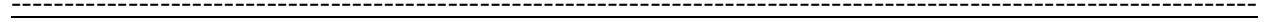
Review and Evaluation of Teaching Proficiency and Effectiveness

Review and Evaluation of Scholarly Production/Research/Creativity

Review and Evaluation of Professional Achievement and Leadership

Review and Evaluation of Participation in Department/College/University Affairs

Review and Evaluation of Student Relationships



College Personnel Committee Vote on Satisfactory Progress in 4th Year of Service:
(Y-N-A): ___ - ___ - ___

_____/_____, Committee Chair
Signature Date

_____/_____, Member
Signature Date

_____/_____, Member
Signature Date

_____/_____, Member
Signature Date

_____/_____, Member
Signature Date

_____/_____, Member
Signature Date

_____/_____, Member
Signature Date

_____/_____, Member
Signature Date

_____/_____, College Committee Representative (2nd Year Review Only)
Signature Date

DIRECTIONS FOR COMPLETION OF F2.12 FOR EACH REVIEW

For the 2nd Year Review: Upon notification by the chair of the Departmental Personnel Committee (DPC) no later than the 20th class day of the fall semester beginning the second year of full time service as a tenure track assistant professor (suitably adjusted for those who are given credit for prior service), the faculty member creates a dossier using the same format as for the 6th year tenure process, completes the heading of the F2.12, and gives the dossier and form to the chair of the DPC by no later than February 1 of the spring semester. The DPC, augmented with the chair of the College Personnel Committee (CPC) or his/her designee, reviews the materials provided by the faculty member and meets and discusses his/her progress toward tenure. Based upon this discussion and a vote, the chair of the DPC summarizes the review of the members by completing the five items on pages 1-2 of the F2.12, fills in the DPC's vote on satisfactory progress in the space provided on page 2, collects the signatures of the members (signifying agreement that the material written by the chair accurately reflects the discussion), and gives the completed form and dossier to the Chair of the Department in which the faculty member holds appointment. The Chair reviews the dossier and form, makes comments in the appropriate section of page 3 of the F2.12, signs and dates the form, and gives it to the Dean of the College. The Dean reviews the form and dossier, completes his/her section of the F2.12 on page 3, signs and dates the form, retains the original, and sends a copy to Department Chair. Within two weeks of receipt, the Chair meets with the faculty member, gives a copy to the faculty member, reviews the content with him/her, writes a memorandum summarizing the content/results of the meeting, and provides a copy to the faculty member and the dean. This completes the 2nd Year Review Process, and a copy of this completed/signed form must be included in the 6th year dossier.

For the 4th Year Review: The steps outlined above in the 2nd Year Review process are followed, though the chair of the CPC does not sit as a member of the DPC. However, when the Dean of the College receives the completed F2.12 and dossier from the Department Chair, he/she does not make comments or sign the F2.12, but rather places the form in the candidate's dossier and provides it to the chair of the College Personnel Committee (CPC) for review, evaluation, and recording by the chair of the CPC's assessment of progress toward tenure in the five items on pages 4-5. Following these actions by the CPC and collecting the signatures of all the members of the F2.12 (signifying agreement that the material written by the chair accurately reflects the discussion), the chair places the form in the candidate's dossier and returns it to the Dean. The Dean then completes the section on page 3 and returns the dossier, with a copy of the completed form, to the Department Chair. Within two weeks of receipt, the Chair meets with faculty member, gives a copy to him/her, reviews the content, writes a memorandum summarizing the content/results of the meeting, and provides a copy to the faculty member and the Dean. This completes the 4th Year Review Process, and a copy of this completed/signed form must be included in the 6th year dossier.