

**DEPARTMENT OF PHARMACY PRACTICE
ANNUAL REVIEW FOR ASSISTANT TENURE TRACK FACULTY
POLICY AND PROCEDURES**

PURPOSE

The purpose of this document is to outline the policy and procedures for the annual review for tenure track faculty (at the assistant professor level) in the College of Pharmacy, Department of Pharmacy Practice. The goal of the annual review is to provide the assistant professor with written feedback from the promotion and tenure committee regarding their progress toward promotion and tenure.

DOCUMENTATION

Upon employment with Purdue University, each faculty member will be provided with the necessary background required to initiate preparation of a promotion document. This document must be kept current and submitted to the Head and subcommittee, Department of Pharmacy Practice, by March 1 in the third year of employment for Assistant Professors (see 3-year review policy). In addition, this annual review will be facilitated by the faculty member submitting an up-to-date curriculum vitae and their prior year annual report to the Head and promotion and tenure subcommittee no later January 31st of each year.

REVIEW PROCESS

The Department Head will conduct an annual assessment of the performance of all faculty in the spring semester. This assessment will include relevant learning, discovery and engagement activities. In addition to objective data (such as teaching evaluations, publications, and extramural funding), the Head should seek input from the unit Primary Committee regarding the progress of the faculty member annually.

A subcommittee of pharmacy practice department faculty above the rank of the tenure track faculty member will conduct an annual assessment of the performance of all Assistant Professor faculty in the spring semester. The members of the subcommittee will be drawn from the area Primary Promotion Committee. The subcommittee, appointed by the Head, will consist of one Associate Head, or designee, as Chair and no fewer than two additional faculty above the rank of the tenure track faculty member. This assessment will include relevant learning, discovery and engagement activities.

A written report regarding this assessment will be submitted to the Head by the subcommittee no later than May 1 of the same year and will include areas of positive progress and areas needing improvement.

The following questions will be answered from the review of the submitted CV and annual report materials to be included in the report:

1. Has the faculty member's teaching performance been consistent with unit expectations including both didactic teaching and experiential/graduate learning?

2. Has the faculty member submitted applications seeking extramural support for their research program?
3. Does the faculty member give evidence of preparation of scholarly publications?
4. Is the faculty member engaged in the overall mission of the unit and exhibit a commitment to the educational program?

Positive assessments will be documented. Recommendations for improvement in reaching goals or increasing areas of discovery or teaching will be provided. Any negative assessments will be supported by documented goals to address such concerns. The plan for addressing the deficiency should be briefly described in a written document to the faculty member being reviewed. This report will include an appropriate timeline for any deficiencies to be addressed. Areas in which the faculty member is on an appropriate trajectory for consideration for promotion will also be documented to facilitate planning by the faculty member related to areas of improvement needed. Verbal feedback will be provided to the faculty member and his/her assigned formal faculty mentor as appropriate by the Chair of the promotion and tenure subcommittee and/or the Head.