

**DEPARTMENT OF PHARMACY PRACTICE  
REVIEW FOR ASSOCIATE PROFESSOR FACULTY  
POLICY AND PROCEDURES**

**PURPOSE**

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

**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 was used initially as the basis for promotion and/or tenure of the faculty member. For the current policy, use of this document should facilitate development of an executive summary (no longer than 3 pages) which summarizes the accomplishments of the faculty member since their promotion. The executive summary, an up-to-date curriculum vitae that highlights accomplishments post-promotion, along with the faculty's prior year annual report should be submitted to the Head and subcommittee, Department of Pharmacy Practice, by May 1 after the third full year post-promotion.

**REVIEW PROCESS**

The Department Head will conduct an assessment of the performance of all associate professor faculty in the spring semester following of the third full year after promotion and every 5 year thereafter. 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 Promotion Committee regarding the progress of the faculty member.

A subcommittee of Primary P&T Committee will conduct an assessment of the performance of all associate professor faculty in the summer following the third full year after promotion and every five years thereafter. The members of the subcommittee will be drawn from the unit's 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 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 August 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 interim dossier 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? Or for clinical faculty, do the clinical pharmacy services provided by the clinical faculty member meet unit expectations?
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.