Junior Faculty Forum
“Staying on Track: A Conversation about Tenure and Promotion”
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Guidelines regarding Tenure & Promotion

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Faculty Handbook Guidelines

- Tenure establishes a long-term relationship between faculty members and the university
- The objective is assure the highest quality of our academic programs while at the same time providing rewarding career paths to faculty members
- Probationary appointments are for 2 or 3 years
- Thorough evaluation of performance must be conducted according to Section 2.7.4 of the Faculty Handbook during the last year of a probationary appointment as part of recommendation for reappointment
- Annual evaluations should also be performed, though generally not with the same rigor
- Note the four areas of evaluation (teaching, scholarship, service, and faculty development)
- Pay special attention to scholarship
- Every probationary assistant professor must be evaluated in the sixth year
- Recall that these evaluations involve a process that is deliberately designed to include multiple perspectives (department faculty, department chairperson, school/college faculty, dean, Provost, President)
- Portfolio development is the key to showing who you are

Department/School Guidelines

- Speak with department chairperson or dean about the department’s or the school’s or college’s expectations; request a copy of applicable written guidelines
- Determine who is your senior faculty mentor
- Understand the process of annual evaluations at the department or school/college level
- If you have a question, don’t be bashful about asking someone, preferably the department chairperson or the associate dean
- Continue to draw upon your graduate mentors for guidance and advice
- Interact with junior faculty colleagues from other departments & schools/colleges at Howard University

Faculty Handbook Link