

## **Lawrence Technological University – College of Engineering Instructions for Three -Year Tenure Review Submissions**

The three-year tenure review is designed to assist tenure-track faculty as they grow their careers at LTU. It is the intention of this process to provide recognition in areas of strength and counsel in any areas where course corrections are needed. It is also intended to encourage the faculty member to prepare documents that will ultimately be part of their tenure package. It is definitely not intended to produce any work that will have to be redone later.

The three-year document should follow the format for the actual P&T document as presented on the Provost's website. The intent is that to the extent possible documentation for the first three years will not have to be redone for the actual portfolio.

The three-year review is intentionally informal. The reviewers who will be asked to make comments on the faculty member's progress are the applicable chair, the engineering faculty council, the dean, and the provost. A copy of the review sheet that they fill out is attached. After they have reviewed the submission, the faculty member, the dean, and the faculty member's chair will go over the comments and appropriate recommendations will be made.

It must be borne in mind that the three-year review recommendations are intended to help the faculty member, but they are not to be interpreted as a commitment that tenure will ultimately be granted. As is made very clear in other documents, the outcome of the tenure review process rests with the Board of Trustees and their interpretation of the needs of the University.

## Three-Year Tenure Review Rating Sheet

**Faculty Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewer's Name** \_\_\_\_\_

Please rate each category 1 to 10 (10 being Best) and fill in your comments.

Overall Portfolio and readiness: Rating: \_\_\_\_\_

Comments:

Teaching Goals and Accomplishments: Rating: \_\_\_\_\_

Comments:

Service to Department, College, and University: Rating: \_\_\_\_\_

Comments:

Scholarship: Rating: \_\_\_\_\_

Comments: