



THE UNIVERSITY of
MISSISSIPPI

Interoffice Memorandum

COLLEGE OF LIBERAL ARTS

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TO: Department Chairs, College of Liberal Arts

FROM: Rich Forgette, Interim Dean

DATE: March 17, 2015

SUBJECT: Annual Review of Faculty

We are approaching the time for annual reviews of faculty members. As noted in the attached memo dated January 5, from Provost Stocks, the electronic review process will include all persons who teach, with the exception of graduate instructors, including persons teaching on branch campuses, persons teaching on-line courses, and persons teaching only one course for a department. Faculty members being reviewed must be notified by the chair.

Please note the following two requirements for the review of tenure track faculty members who do not yet hold tenure:

1. Chairs must consult with the tenured faculty of the department and the academic dean prior to conferences with the non-tenured faculty under review;
2. The deadline for a meeting of the department chair and the non-tenured faculty member under review is May 1.

As you write reviews for assistant and associate professors, please tie your comments back to the specific criteria listed in your tenure and promotion document. I suggest using actual language from the department's tenure and promotion document in the reviews for persons who might later stand for tenure or promotion. It is especially important that the reviews for persons who might later stand for tenure and promotion be thorough and well documented. If a faculty member needs to improve in teaching, research, or service, it is important for you to be specific about what would mark satisfactory progress for this faculty member.

You may schedule an appointment for the required meeting with me that is held prior to the scheduled meeting with the non-tenured faculty member by calling 7178 or sending an e-mail to libarts@olemiss.edu.

If you have specific concerns or thoughts about this evaluation process I am pleased to meet with you to discuss those concerns. Please feel free to make an appointment.

Rich Forgette

attachment

Rich Forgette
Interim Dean, College of Liberal Arts