# SEAS Interim (2nd Year) Review of Assistant Professors

<table>
<thead>
<tr>
<th>Activity</th>
<th>Acad. Year schedule deadline</th>
<th>Cal. Year schedule deadline</th>
<th>Lead*</th>
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<tbody>
<tr>
<td>A chair and small committee of senior faculty colleagues are identified to assess the assistant professor's teaching, advising, research, and citizenship to date</td>
<td>fall of the 2nd year of the appt</td>
<td>spring of the 2nd year of the appt</td>
<td>Dean, with relevant Area Dean</td>
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<td>The candidate is advised on the review procedures</td>
<td>January 1</td>
<td>July 1</td>
<td>Area Dean</td>
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<tr>
<td>The Area Dean requests from the candidate the materials required by the committee for their review (CV, 3-5 papers, teaching reviews, 4-8 page summary of future research plans, grant proposals, teaching/advising/service)</td>
<td>January 1</td>
<td>July 1</td>
<td>Area Dean with the assistance of the area administrator</td>
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<tr>
<td>Materials are submitted by the candidate</td>
<td>February 15</td>
<td>August 15</td>
<td>Candidate</td>
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<tr>
<td>Materials are posted to SharePoint and the committee is given access</td>
<td>February 15</td>
<td>August 15</td>
<td>Academic Appts Manager</td>
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<tr>
<td>A member of the mentoring committee schedules visit to candidate’s class</td>
<td>February 15</td>
<td>September 15</td>
<td>Area Dean</td>
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<td>An assessment is conducted prior to the beginning of the third year of the appointment. The primary objectives are to ensure that there is appropriate mentoring; to foster career development; to identify early any potential concerns</td>
<td>May 1</td>
<td>November 1</td>
<td>Committee Chair</td>
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<tr>
<td>The committee chair prepares a report that is presented to the Steering Committee and submitted in writing to the Dean</td>
<td>June 1</td>
<td>December 1</td>
<td>Committee Chair</td>
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<td>The relevant Area Dean incorporates the report into a letter to the candidate, which is reviewed by the Dean</td>
<td>July 1</td>
<td>Mid December</td>
<td>Area Dean, in consultation with the Dean</td>
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<tr>
<td>The relevant Area Dean meets with the candidate to inform them of the content of the report and of any additional guidance resulting from the discussions at the Steering Committee and their mentoring committee</td>
<td>July 1</td>
<td>Mid December</td>
<td>Area Dean, in consultation with the Dean</td>
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<td>The relevant Area Dean delivers the letter to the candidate</td>
<td>July 1</td>
<td>Mid December</td>
<td>Area Dean</td>
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*Academic Appointments Manager = Meg Hastings/John Kuczwara

To be used in conjunction with the general guidelines in the FAS Appointment and Promotion Handbook