



**IUPUI**

OFFICE OF ACADEMIC AFFAIRS

### **Use of Annual and Third Year Reviews**

Question: What can unit guidelines specify about their use for tenure review?

**In the P&T Guidelines it says:**

....Annual and three-year reviews will not be part of the dossier, but may be consulted by any of the reviewing bodies without violating the obligation to notify the candidate or earlier reviewers.

**In IU policy it says,**

...The dossier constructed in consultation with the candidate provides the evidence upon which the tenure decision is to be made. If additional information is sought or received during the review of the dossier at any level, the candidate and all previous committees and reviewers must be notified and given the opportunity to respond to the additional information. The information and the responses shall then become part of the dossier.

**In IUPUI Faculty Guide it says,**

...Limitation on the Use of the [third year] REVIEW

The thrust of the REVIEW shall be to help the tenure-probationary faculty member to succeed. The REVIEW and its findings shall NOT be used by the department chair or the school dean, or the Chief Academic Officer, as the basis for a tenure decision, a pre-tenure decision, a reappointment or non-reappointment decision, or any personnel action of like kind. The tenure-probationary faculty member is not limited in the use of the REVIEW.

**And,**

...Tenure Review

The tenure review involves separate and independent evaluations and is distinctly different in form and substance from either annual review or reappointment recommendations. The annual reviews are predictive, but they do not constitute a cumulative record indicative of the results of the separate tenure review. The three-year review does provide a multi-year assessment, and should provide specific feedback in time for the candidate to take corrective action if needed prior to the tenure review. The tenure review is a multi-level review, conducted at the primary, unit, campus, and university levels.

**THEREFORE:**

Candidates may include their annual or third year reviews, as they choose, in their own materials. They may do so at the beginning, or, at their choice later in the process, in the “supplemental materials” folder. If placed there, prior levels should review this but are not obligated to change their reviews or votes.

Reviewers (committees or administrators) may request copies of the third year or annual reviews for individual cases. If they do so, they must notify candidates that they are doing so. They should attach whatever reviews are included as an appendix to their particular report.

*Revised 5/28/2020*

For questions related to faculty affairs, please contact the  
IUPUI Office of Academic Affairs team at [acadhr@iupui.edu](mailto:acadhr@iupui.edu)