***4TH YEAR PRE-TENURE***

***Comprehensive and Diagnostic Review***

**CBA**

CBA: 9.2.2

* During the fourth year of a tenure-track appointment the UNAC member shall receive a comprehensive and diagnostic review by the appropriate academic unit peer review committees and administrators in accordance with the procedures for evaluation provided in this Article.
* The purpose of the comprehensive review is to assess progress toward tenure and promotion. The review will proceed to the provost; it may proceed to the chancellor at the written request of the UNAC member.
* A UNAC member who commences a fourth-year review may not convert to a tenure or promotion review. If a UNAC member chooses to stand for promotion and tenure during the fourth year review period, the UNAC member may not withdraw the file from consideration at any step in the process.
* If the decision of the chancellor is to deny tenure, the UNAC member may continue to serve as a tenure track unit member but may not stand again for tenure and promotion prior to the mandatory year of review.

The UNAC member shall submit a file, and the Provost office provides an electronic list of table of contents for the following requested documents:

1. Current CV;

2. Annual workload assignments for the period under review;

3. A cumulative activity report for the period under review;

4. Feedback from the dean, director, or designee in response to the Annual Activity Reports for the period under review;

5. Evidence of teaching effectiveness for the years under review, where applicable, as defined by appropriate MAU criteria;

6. Summarized teaching evaluations for the years under review, where applicable;

7. Self-evaluation that summarizes the UNAC member’s scholarly contributions and accomplishments in other areas included in their workload agreements for the period under review;

8. If the dean, director, or designee’s feedback to previous evaluations noted areas for improvement, then the self- evaluation shall include a summary of progress made to address those areas;

9. Other materials as specified in academic unit peer and MAU criteria;

10. Other materials at the discretion of the UNAC member.

***4TH YEAR PRE-TENURE Comprehensive and Diagnostic Review***

The fourth year comprehensive and diagnostic review provides a valuable opportunity for broad-based feedback on progress made towards tenure and promotion. The content and organization of a fourth year review file is similar to that of the promotion-tenure file. However, external review letters are not solicited for the comprehensive and diagnostic review process.

There are some critical points regarding the fourth year comprehensive and diagnostic review. Faculty and administration alike should become familiar with the language in the CBA and UAF policies.

* Fourth year comprehensive and diagnostic reviews are not optional.
* The purpose of the review is to assess progress toward tenure and promotion.
* Fourth year comprehensive and diagnostic review proceeds only to the level of the provost, unless the candidate specifically requests that the chancellor review the file.
* A unit member who commences a fourth year review may not convert to promotion or tenure review.
* If a candidate chooses to stand for promotion and tenure during the year he or she would normally have participated in a fourth year review, the candidate MAY NOT withdraw the file from consideration at any step in the process.
* If a candidate chooses to stand for promotion and tenure review in what normally would have been a candidate’s fourth review year, and the decision of the chancellor is to deny tenure, the candidate may continue to serve as a tenure-track unit member but **MAY NOT** stand again for promotion/tenure until the mandatory year of review.

***Tenure Review Prior to the Mandatory Year***

Exceptional accomplishments may provide grounds for a review prior to the mandatory year. It is advisable that faculty and administration become very familiar with CBA and UAF Policy language regarding review prior to the mandatory year.

* Faculty may choose to stand for tenure after at least one year of tenure-track appointment at the university, but must do so prior to, or during, the mandatory seventh year.
* Faculty may withdraw their candidacy file from consideration at any step in the process prior to review by the chancellor, except in the fourth year for UNAC-represented faculty.
* If the file continues to the chancellor and if the decision of the chancellor is to deny tenure, the faculty member may continue to serve as a tenure track faculty member but MAY NOT stand again for tenure prior to the mandatory year of service.