

Guide to the Five-Year Review

In order to provide faculty with more streamlined, user-friendly instructions for the Five-Year Review (FYR), the Office of Academic Affairs and Local 2364 of the American Federations of Teachers have agreed on this condensed document. All processes and procedures are grounded in MOA#s 99, 108, and 109. (Passages that are italicized and underlined are additional explanations.)

The Five-Year Review Process – (as described in [MOA #99](#))

A. The Committee -

1. FYR will be carried out by the Departmental PRC Committee. The creation of the Committee will follow guidelines stated in the Promotion and Reappointment document.
2. Members of the Departmental PRC Committee who are undergoing a FYR will recuse themselves from the Committee for the duration of their review. *These faculty can and should participate in reappointment, tenure, and promotions deliberations.*

B. Materials to be submitted to the Departmental PRC -

The Five-Year Review will be based on the following:

1. **The Individual Study** - on a five-year cycle, the faculty member/librarian will engage in a thorough and in-depth process of self-reflection, called individual study. The individual study will include the following two elements:
 - a. **Reflective essay** - no more than three (3) pages in length, describing the reviewee's growth and outcomes over the past five years in terms of her/his teaching or librarianship, scholarship, service, and, if applicable, academic advising and mentoring (*librarians do not advise or mentor students*). The discussion of the reviewee's scholarship shall include references to the appropriate Disciplinary Standards document.
 - b. **Plan for professional self-development** - brief outline of the reviewee's own professional objectives and future goals, how they might best be achieved, and what career development assistance might be appropriate.
2. **Curriculum Vitae** - listing the individual's efforts and accomplishments in the areas of teaching or librarianship, scholarship, service and (if applicable) academic advising and mentoring in the past five years. Faculty members/librarians will use the College's standard format for their CV. *For the standard format CV, look in the College's most recent [Reappointment and Promotions document](#) as posted on the Academic Affairs website.*

3. **Peer Review of Teaching** - faculty members participating in the FYR will have at least two (2) teaching observations during the five (5) years prior to the review. The process for peer review of teaching will be the same as that described in the most recent TCNJ Promotions and Reappointment Document, Section 3.2.3.
4. **Student Input** - assessment of teaching effectiveness will also include student course feedback summary sheets for the previous five years. *[Note: faculty members may upload pdf scanned summary sheets from PAWS and the Student Feedback system, or alternatively, share access to their course feedback in PAWS and upload summary sheets from Student Feedback; see instructions [at the bottom of this page.](#)]*
5. **FPAF/LPAF** - In keeping with the principle that “the FYR builds on the annual submission of the Faculty or Librarian Professional Activities Form and CV as described in MOA 62,” all FPAFs or LPAFs for the past five years will be included in the dossier. *[Note: Faculty will have their FPAFs emailed to them from Academic Affairs. Librarians will receive their LPAFs from their dean's office.]*

C. Consultation of the Faculty Member/Librarian with the Departmental PRC

Based on the submitted materials, the Departmental PRC and individual reviewee will work toward a consensus plan of professional growth and development. The Departmental PRC will meet with the reviewee to discuss the submitted materials and engage the faculty member/librarian in a collegial and constructive conversation of how her/his future development can further the department’s ability to deliver a first-rate educational experience and also enhance the faculty member’s/librarian’s scholarly activity.

1. The PRC will review the material submitted by the candidate and have a meeting with the reviewee.
2. Based on this meeting, the reviewee may, if requested by the PRC, revise the reflective essay to incorporate the perspective of the PRC, and write a final version of the professional development plan. The PRC will provide a letter signed by all members stating concurrence or non-concurrence with the analysis in the final reflective essay and professional development plan, citing evidence in support of their observations, to the reviewee, Department Chairperson and Dean.
3. The Dean will review the FYR dossier and the letter from the PRC. In the event a Dean does not concur with the PRC’s conclusion, the Dean must meet with the reviewee by December 22 or May 22 to discuss the PRC letter in the interest of contributing to the individual’s continued professional development. The Dean may elect to meet with the reviewee by the same dates if she/he concurs with the PRC’s conclusion, to discuss the FYR.

4. The reviewee may revise the professional development plan to incorporate the perspective of the Dean within five (5) days of meeting with the Dean specified in point 4 above.
5. The Dean will provide a letter stating her/his concurrence or non-concurrence with the analysis in the reflective essay and the professional development plan, citing evidence in support of his/her observations, and provide to the Provost copies of all documents generated by the self-study. The Dean's response will also be transmitted to the reviewee and Department Chairperson.
8. The Provost will indicate receipt of FYR materials to individual reviewees.

D. Notification Timeline

1. Tenured faculty members and librarians will have a FYR on a rotating basis so that faculty members/librarians within a department will come up for review every five (5) years starting from their most recently completed promotion or tenure process. The FYR can be delayed for medical, family, or professional reasons. Please consult with your dean if you would like to postpone your review for a semester or academic year.
2. The College (Human Resources) will produce a FYR tentative schedule for the next five (5) academic years within 60 days of the signing of this agreement, to be reviewed by the College (Academic Affairs) and Union. In all future years, the College (Human Resources) will provide an updated FYR schedule for the next full academic year for the Union to review no later than February 1. The College (Academic Affairs) and Union will agree to the final schedule for the next academic year by February 15.
3. By March 1, the College (Academic Affairs) will notify each faculty member/librarian scheduled for a FYR in the next academic year along with the PRC, Department Chairperson, Dean, and Academic Affairs as to the semester in which their FYR will be conducted. Please note that the notification date was changed to February 15th in MOA #109 and is properly recorded on the timetable below. Notification may come in a variety of forms, including a group email from the Provost's Office or the faculty members' Dean.

Five-Year Review for Tenured Faculty Timeline

The timeline below comes from [MOA #109](#).

<i>Step</i>	<i>Fall Cohort</i>	<i>Spring Cohort</i>	<i>Activity</i>	<i>Reference</i>
1	Jan 19 Feb 1 Feb 8		College (Human Resources) will produce 5-year projected FYR schedule for current tenured faculty and librarians within 60 days of the signing of this agreement. In future years, the FYR schedule will be updated by the College (Human Resources) no later than February 1 and the Union will be provided with a copy of the schedule by that date. College (Academic Affairs) and Union review and agree to a FYR schedule for upcoming academic year. Departmental PRCs elected	
2	Feb 15	Feb 15	College (Academic Affairs) provides Deans, Department Chairperson, tenured faculty and librarians with a five (5) year FYR schedule	
3	Sep 15	Feb 15	Candidate submits FYR materials in electronic form to Departmental PRC	
4	Sep 23	Feb 23	Departmental PRC chair acknowledges receipt of materials to candidate	
5	Oct 21	March 21	Departmental PRC meets with candidate to discuss findings/recommendations	
6	Nov 7	April 7	Candidate submits revised materials, if any, to Departmental PRC	
7	Nov 14	April 14	Departmental PRC submits final report to candidate, Departmental PRC and Dean	
8	Dec 22	May 22	Dean meets with candidate if appropriate	
9	Jan 10	June 10	Dean provides response to candidate, Departmental PRC chair, Department Chairperson and Provost	
10	Jan 15	June 15	Provost confirms receipt of material to candidate	