

LHSOM FACULTY PEER COMMITTEES

Peer mentoring committees are intended to help untenured faculty seeking tenure and/or promotion, and tenured faculty seeking promotion to:

- understand and prepare for the tenure/promotion process
- recognize the strengths and job demands of the LHSOM faculty
- create a more effective department through colleague critique

As such, successful peer reviews do not guarantee that the applicant will be successful in their bid for tenure or promotion, or in any way circumvent the procedures and subsequent decisions outlined in the LHSOM By-Laws.

Faculty are strongly encouraged to interact with colleagues throughout the campus who have served as evaluators in order to broaden their understanding of the tenure/promotion process, especially in the documentation of research.

General guidelines:

The initial confirmation of the members of a peer committee, and any subsequent changes in the composition of the committee, must be evaluated and approved by the LHSOM Personnel Committee. Should an appointed peer committee member not be able to serve, or the mentored faculty member object to the composition of their peer committee, the faculty member being mentored must submit a *Change of Peer Committee Form* to request changes and approval by the LHSOM Personnel Committee.

Peer Committees will report their findings by submitting a written report to the mentored faculty member, who will acknowledge the receipt of the report by signing the *Peer Committee Submittal Form*. The mentored faculty member has the option to put forward a written response to the report within ten (10) days of the report having been submitted.

If requested by the reviewed faculty member, the findings of the Peer Committee will be forwarded to the LHSOM Director. The written feedback is advisory and will not become part of the faculty member's official record unless requested to be by the reviewed faculty member, at which point it is treated as any other document of record.

Non-tenured faculty:

Beginning in their first year of a tenure track appointment, the faculty member to be mentored will engage committee members consisting of three (3) tenured faculty including one (1) from the academic faculty and one (1) from each of the candidate's teaching areas. In the event that there are no tenured faculty in the candidate's area, the personnel committee will appoint, with input from the candidate, an appropriate committee member.

Annual reports are due shortly after Spring Break and will be completed in years one (1), two (2), four (4), and five (5).

Committee Duties:

Years 1, 2, 4, 5

- Elect a committee chair. The chairperson is responsible for scheduling meetings, compiling data, and delivering the completed report.
- Observe all areas of the mentored faculty's teaching, research/creative activities, and service.
- Review any applicable written materials including student evaluations, position descriptions, activity reports, curriculum vitae, syllabi and third year reviews.

Year 3

- The mentored faculty member shall participate in the formal third-year review process as outlined in the LHSOM By-Laws.
- At least one (1) person from the Peer Committee will be on the candidate's third-year review committee.

Year 6

- A new committee will be formed as per the LHSOM bylaws for the promotion/tenure process. At least one (1) person from the Peer Committee will be on the candidate's tenure committee.

Tenured Associate Professors:

Should the faculty member elect to apply for promotion to full professor, it is recommended that starting three (3) years prior to submission the faculty member engages a committee consisting of one (1) or two (2) tenured full professors that are LHSOM faculty plus one (1) tenured full professor from outside the LHSOM. In the event that there are no full professors in the candidate's area, the personnel committee will appoint, with input from the candidate, an appropriate committee member. The initial confirmation of members, and any subsequent changes in the composition of the committee, must be evaluated and approved by the LHSOM Personnel Committee.

- All mentoring activities will take place during the fall semester and at such a time to avoid colliding with the peak recital season.
- Reports are due by the end of fall semester and every other year thereafter.

Committee Duties:

Three Years Prior to Promotion Submission

- Elect a committee chair. The chairperson is responsible for scheduling meetings, compiling data, and delivering the completed report.
- Observe all areas of the mentored faculty's teaching, research/creative activities, and service.
- Review any applicable written materials including student evaluations, position descriptions, activity reports, curriculum vitae, and syllabi.

Full Professors:

- Refer to the current CLASS and LHSOM By-Laws for the annual evaluation procedures.
- All mentoring activities will take place during the fall semester and at such a time to avoid colliding with the peak recital season.