

## **GUIDELINES FOR ANNUAL REVIEW PANELS**

1. Annual review panels are appointed jointly by the chair of the SPH TPC and the associate dean for faculty affairs and curriculum. Typically, but not always, a separate panel is assigned to review each department.
2. The annual review panel consists of a minimum of three (3) persons; in most instances, one will be a full professor and one will be from outside the department. These persons are appointed jointly by the chair of the SPH TPC and the associate dean for faculty affairs and curriculum.
3. Integral to all reviews is a working knowledge of the SPH Tenure & Promotion Policies & Procedures. Each annual review panel meets and reviews assigned files in depth and in accordance with the SPH tenure and promotion criteria.
4. The panel uses the designated annual review form for review and presents their findings and a draft letter (written by the panel chair) to the entire SPH TPC at an annual review meeting set by the chair of the SPH TPC and the associate dean for faculty affairs and curriculum.
5. After comments on the annual review panels' findings, the draft letter may be revised by the panel chair. It is then forwarded to the chair of the SPH TPC who is responsible for final wording.
6. All appropriate faculty are encouraged to review all files; however, the annual review panel is charged with the primary responsibility for reporting to the SPH TPC as a whole.
7. Full attendance is expected at both panel and full SPH TPC meetings. If it is necessary for a faculty member to miss either meeting, a letter indicating the reason for the absence must be forwarded to the dean at least two (2) weeks in advance of the meeting date(s).
8. If the panel chair is unable to be present at the full SPH TPC meeting, he/she must identify an appropriate member of the panel to present the information to the full SPH TPC, and must notify the chair of the SPH TPC, and the Office of Faculty Affairs and Curriculum at least one (1) week in advance of the scheduled meeting.