**Faculty First Year Review**

New Faculty members are reviewed at the beginning of their second year following their initial hire.

The review is conducted by the Office of the Provost based on input solicited from the department and the faculty member. Additional input may be requested from other faculty who have taught or worked with the faculty member.

**The Faculty Member**

The faculty member will be asked to submit a letter to the Provost addressing the following points:

**Enseignant**

1. Describe your development as a teacher during your first year at AUP. Elaborate on pedagogical activities, existing or planned contributions to the curriculum, and existing or planned collaborations with colleagues. Please list all courses taught during your first year.

2. Read your teaching evaluations for your first year and comment on them. Which suggestions do you find useful and do you intend to incorporate into your courses in the future, and which would you wish to refute or explain?

3. Feel free to mention any special achievement or challenge and to comment on your relationship with your departmental colleagues and mentor.

**Enseignant/Chercheur**

1. Describe your development as a teacher during your first year at AUP. Elaborate on pedagogical activities, existing or planned contributions to the curriculum, and existing or planned collaborations with colleagues. Please list all courses taught during your first year.

2. Read your teaching evaluations for your first year, and comment on them. Which suggestions do you find useful and do you intend to incorporate into your courses in the future, and which would you wish to refute or explain?

3. What professional activities have you engaged in over the past year? List conference participation and hosting, short courses, professional development, formation continue, involvement in professional organizations or research groups.

4. What research have you accomplished over the past academic year? Kindly describe all activities, from planning to publication.

5. What research do you plan to accomplish over the coming year? What kind of resources would support you in these efforts?

6. Have you contributed service to your department or to the University at large during your first year? If yes, please detail committee participation, curricular development, and anything else that has contributed to strengthening AUP’s learning environment and/or profile.

7. Feel free to mention any special achievement or challenge and to comment on your relationship with your departmental colleagues and mentor.

**The Department**

The Department Chair will be responsible for writing a letter to the Provost concerning the faculty member. The letter will cover the following points.

1: Teaching Report: The chair will analyze and discuss the faculty member’s teaching and provide an assessment of the faculty member’s effectiveness as a teacher (please detail any evidence you can provide).

2: Departmental input: The Chair will collect input from all members of the department and provide an inclusive narrative of the department’s experience of the new faculty member.

3: Class visits: The Chair will conduct, or delegate, a minimum of two class visits for the faculty member and provide a detailed report of same. Please see the Classroom Visit Guidelines document available on the Academic Affairs’ Faculty Support page https://www.aup.edu/academics/academic-career-resources/academic-affairs-office/faculty-support

4: Recommendations: Based on the above, the Chair will make recommendations as to the future development and support of the faculty member.

**The Provost**

The Office of the Provost will compile all of the material, above, and add comments and recommendations for, if necessary, additional input and further review.

When the dossier is complete, the Provost will review and meet with the faculty member to discuss. Following this discussion, a set of recommendations and or decisions will be communicated to the faculty member and department chair in writing