



"Mini Review" Instructions

Purpose of Review

The primary purpose of the periodic evaluation or "mini review" is to provide probationary faculty with an annual assessment of the progress they have made toward earning tenure and promotion. These reviews are formative, providing the probationary faculty with review of the 3 categories of achievement in University Policy [S15-8](#), so as to encourage professional growth that will merit the award of tenure, and advancement in rank if applicable, by the end of the probationary period.

Who Is Evaluated During Probationary Faculty Periodic Evaluations?

PERIODIC EVALUATION, "MINI REVIEW" OF
PROBATIONARY FACULTY INSTRUCTIONS

All "mini review" faculty are also evaluated by the appropriate administrator (the dean or designated administrator). The administrator reviews all materials in the WPAF as described above, department level evaluation(s), and any response/rebuttal to the department level evaluation(s).

In eFaculty, the college administrator also submits a Mini Review Evaluation Form. Upon submission, a copy is provided to the faculty member and the department. Within ten calendar days, the faculty member may then respond to and/or rebut the evaluation. The ASA, evaluations, and optional responses become part of the faculty member's PAF.

UP – FS will always be available to assist in any way we can to solve problems, or find workarounds for ensuring a complete, fair, and helpful evaluation of the probationary faculty.

If you have questions or concerns about the processes and procedures, please contact our RTP Analyst, Anthony Hilton, anthony.hilton@sjsu.edu or 4-3 235. If you have j 0.04 Tw [(f)0.509 (air,)]TJ 0.065 T,bout ypolc(oiv8T1 10.02