

YEAR BEFORE TENURE DUE

Dean notifies all tenure-track by **Sept. 1** of 6th year.

YEAR OF TENURE

Member notifies Dean **June 1. — Letter of Intent**

Upon receipt of petition for review, Faculty Affairs conducts review of faculty member's teaching for subsequent year.

Petitioner with Chair develops dossier. Goes to Chair **July 1.**

Department Peer Review is completed by **September.**

Chair writes recommendation with justification and solicits external peer reviews of the dossier.

Recommendation, peer reviews and dossier go to Faculty Affairs Chair by Monday following **Oct. 1**

Chair calls meeting.

Committee appends written recommendation with justification and presents completed dossier to Dean **Nov. 15.**

Dean reviews and may solicit external peer reviews.

Dean appends written recommendation with justification and presents completed dossier to President according to **University time-table.**

Dean provides petitioner with oral summation of prior recommendations and Dean's recommendation maintaining confidentiality of any person's recommendation.

Faculty member may provide a written rejoinder to Dean on committee's oral recommendation within 10 days of receipt of the recommendation.

YEAR AFTER

If not awarded tenure, given notification of terminal, one-year contract **May 1.**

PEER REVIEW

Every **six years** for tenured faculty.

Dean's Office notifies faculty member six months prior to commencement of evaluation:

- a) Date by which the faculty member must submit materials
 - a. Resume or CV
 - b. Summary Statement of Professional Accomplishments
 - c. Annual Reports
 - d. Teaching Evaluations
 - e. Additional Materials Member Deems Appropriate
 - f. *Copies of Annual Reports from Member and Department Chair Summarizing Progress Toward Development Objectives from Prior Review*
- b) Time period covered by the evaluation
- c) Expected time period after submission of materials by which a meeting shall be scheduled with the peer review committee, i.e., within x months/weeks
- d) Anticipated date by which the final Evaluation Report with recommendations shall be completed

Member has the chance to meet with the committee

Evaluation Report is compiled in writing and distributed for review and appropriate action by faculty member, Department Chair, Dean or Dean's Designee and the President. Report is due **9 months** after initial notification.

Faculty member may challenge the report.

Non-Tenure Track

Non-reappointment – After 5 years in full-time, non-tenure track, assistant, associate or professor, written notice of reappointment or non-reappointment will be issues no less than 12 months prior to date of separation.

After 5 years of service as assistant professor non-tenure track or 3 years as associate professor non-tenure track, extended appointments not to exceed 5 years may be offered with approval of Dean.

Tenure-Track

Maximum probationary period is 7 years. Before the end of the seventh year, non-tenured assistant professor, associate professors or professors must be notified in writing either that tenure has been awarded or that the appointment will not be renewed at the end of the eighth year.