



## **PROCEDURES FOR THE 2- AND 4-YEAR REVIEW OF T/R FACULTY**

### **SEE SECTION 3.4.2, 3.4.5 AND 2.8.3 OF THE FACULTY HANDBOOK (AUGUST 2010)**

1. On October 1, the Dean's office will request from each department the names of the tenure track, probationary faculty scheduled to receive 2- and 4-year reviews.
2. The 2- and 4-year reviews will be conducted in the spring and will be completed prior to May 1.
3. Faculty members to be reviewed will submit a dossier to the department promotion and tenure committee by March 1 or earlier. Written departmental procedures should clearly communicate the timing of pre-tenure reviews for departmental faculty and the format for dossiers. It is recommended that pre-tenure faculty follow the format required for submission of the dossier for tenure.
4. The department promotion and tenure committee will conduct a substantive and thorough review of the dossier, (i.e., annual faculty activity reports, peer evaluations of teaching, authored materials and other relevant scholarship), and make a written report to the department head. The report should include an assessment of the faculty member's progress towards tenure and guidance for future activities and plans. The department head will receive the recommendation of the department promotion and tenure committee by March 15.
5. The department head will review the recommendations of the department promotion and tenure committee. The department head, with the advice of the committee, is responsible for re-appointment of a probationary faculty member.
6. If the decision is to reappoint the faculty member, the department head will issue a letter of reappointment including specific developmental recommendations and time frames for further reviews. A copy of this letter should be provided to the dean by April 1.
7. If the decision of the department head is not to reappoint the faculty member, the dossier, recommendations of the departmental committee and the basis for the decisions by the department head will be reviewed with the dean.
8. If the department head's decision remains one of non-reappointment, the department head will notify the faculty member in writing by April 1. Notification will include specific reasons for non-reappointment. Faculty members will be

given notice of non-reappointment at least 12 months before the end of the employment year (May 9 for Academic Year Faculty, June 30 for Calendar year faculty.)

9. In all cases, the department head and the promotion and tenure committee will meet with the faculty member to discuss the review and recommendations. The faculty member must be given a written review and must acknowledge receipt by signing and returning a copy to his or her departmental file.
10. The faculty member may appeal a negative decision in writing to the dean within 14 days.
11. The dean will review the appeal and dossier and respond to the faculty member.
12. The faculty member may make further appeal through the dean to the college promotion and tenure committee. If the college promotion and tenure committee recommendation and dean's decision are in agreement, then the dean's decision closes the appeal.
13. If the college promotion and tenure recommendation is in variance to the dean's then the faculty member may make a final appeal to the Provost.