

## Faculty Member Checklist for PTR

<u>Activity</u>	<u>Date Due</u>
___ 1. Receives notification of review (V A-3)	First Monday in May in academic year proceeding review
___ 2. Prepares materials for review (III C-1) current complete vita annual reviews from last five years assigned responsibilities (can be included in vita or 2 pg statement two page personal statement of accomplishments and future plans <b>Meets with Department Head as needed to clarify process</b>	
___ 3. If an expanded pool of faculty reviewers is desired, Department Head is informed in writing and the other unit(s) identified (III B-4)	Friday of the first full week of Fall Term
___ 4. Meets with Department Head to strike names from list of 10 (III B-9)	
___ 5. Is informed of membership of their PTR committee (III B-12)	
___ 6. Provides materials for review (See #2) to Department Head	Early October
___ 7. <b>Is informed who the chair of the PTR committee is for communication purposes</b>	
___ 8. Has the option to meet with committee (III C-2) Must put this request in writing to chair of PTR committee	
___ 9. Receives the PTR report. May provide a written response; If so, both the report and response are a part of the record (III D)	Second Monday in January First Monday in February
___ 10. If the review is not positive, may request a reconsideration in writing to Department Head supplying additional documentation (III F) a) must be filed within 15 days of receiving report b) reconsideration heard by same PTR Committee (III F-1)	January (see specifics)
___ 11. If upon reconsideration the decision is still negative, may appeal the decision to the University PTR Appeals Committee in writing within 15 days of reconsideration (final decision) (III G)	February (see specifics)

**Activity****Date Due**

---

\_\_\_12. If upon appeal, the decision is still negative, the faculty member meets with chair of PTR committee and Department Head to prepare a faculty development plan (IV-F) (See specifics of what plan is to include, pg. 9)

\_\_\_13. Plan must be approved by PTR Committee (IV-F)

\_\_\_14. Faculty Development Plan is forwarded to Dean

Last Monday in April

\_\_\_15. If the faculty development plan involves resources beyond what the department can supply, the needed resources are to be obtained (IV-F)

\_\_\_16. Meet with Department Head annually to review progress on faculty development plan (IV-F)

\_\_\_17. Receives a copy of annual progress report (prepared by Department Head) on how well faculty development plan is being implemented along with annual review (IV F)

Last Monday in April

a) copy sent to Dean

b)faculty member may add a response, if so, both the report and response are a part of the record forwarded to Dean.

\_\_\_18. After three years, peer review committee (selected as in III b) and Department Head decide if faculty development plan has been successfully completed (IV F).

\_\_\_19. If faculty development plan was successfully completed, report in writing to Dean (IV F)

\_\_\_20. Next PTR is scheduled in five years (V A-8)

\_\_\_21. If faculty development plan was not successfully completed, notification in writing is sent to the Dean (IV F)

\* **Bold denotes recommended practice**