

Post Tenure Review Committee Checklist

<u>Activity</u>	<u>Date Due</u>
___1. Receive written notification to serve from Department Head (III B-12)	September
___2. Accept or decline in writing to Department Head (III B-12)	
___3. Meets initially with Department Head to receive charge, understand the faculty member being reviewed's role in department and the department's mission, what form of report is expected (III A-1)	Early October
___4. Receives faculty member's materials Current complete vita, annual reviews from last five years, assigned responsibilities and two page personal statement of accomplishments and future plans (III C-a& b)	
___5. Select a chair and decide operating schedule given the timeline (III B16) Chair informs candidate being reviewed who the chair is for communication purposes.	
___6. Conducts review with the following question in mind: Has the faculty member's performance been satisfactory or not over the last five years, given their assigned responsibilities and the mission of their department/unit?	October – December
___7. May receive written request from faculty member to meet in person; if so, the request becomes a part of the record (III C-2)	
___8. Chair prepares the report (III D-8) a) voting is done by secret ballot; there can be no abstention (III D-1) b) majority vote determines satisfactory/unsatisfactory c) if the vote is positive, the report is to include the vote and a concise summary of the candidate's strengths d) if the vote is negative, the report is to include the vote and a concise summary identifying the candidate's areas of weaknesses and suggest action that might strengthen the faculty member's performance.	
___9. Report submitted to faculty member with copy to Department Head (III E)	Second Monday in January
___10. May be asked to reconsider if the candidate's performance was seen as unsatisfactory (III F)	January
___11. If candidate's performance was unsatisfactory, must approve faculty development plan (IV F)	

***Bold denotes recommended practice**