

Policy for Review of Dossiers at Two and Four Years

(Adopted January 26, 2009)

In accordance with Section 2.8.2 of the Faculty Handbook (August 2008), the beginning of the probationary period for faculty members on term appointments is taken as July 1 or August 10 of the calendar year in which their initial full-time appointment begins, depending on whether they are on a calendar-year or academic-year appointment, regardless of the month in which their services are initiated. The probationary period for new faculty appointed for spring term shall begin the following fall, even though the spring contract period officially begins December 25.

Dossiers of candidates for tenure will be reviewed formally after two and four years on the tenure-track faculty. Ideally, two peer reviews of each candidate's teaching will have been made before the candidate submits their credentials for tenure consideration, and the reviews will be available for purposes of two- and four-year reviews. Candidates will submit their dossier to the department head at the set time for annual reports (early June) and, with the input of the department head, revise the dossier to make it as complete and in conformance with university guidelines as possible for the two- or four-year review. Candidates then will submit their revised dossier to the Department Head by September 1. The Department Head may suggest additional revisions to be completed by September 30. The Department Head will transmit copies to members of the departmental Promotion and Tenure Committee by October 10. The Department Head and the committee will evaluate the dossier independently, assessing each candidate's progress toward achievement of expectations for award of tenure and compliance of the dossier to the format set out by the University Provost. The Department Head and committee independently will each communicate their evaluations to each candidate in a letter and in an in-person meeting. The candidate will acknowledge receipt of the written reviews by signing and returning a copy for the departmental file. Copies of each letter will be sent forward to the Dean of the College. The review process should be completed by December 1.