**6-Year Post Tenure Review Timeline and File Review Process**

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| **PRIOR ACADEMIC YEAR****Fall Term**Department Head contacts the candidate and requests the following: * Election of criteria, if applicable
* Curriculum vitae
* Candidate’s personal statement
* Sabbatical report, if applicable

The faculty member is responsible for preparing the documents listed above and submitting them to the department head by the assigned date.  |
| **PRIOR ACADEMIC YEAR****Fall Term**The department assembles the following documents:* Peer reviews of teaching
* Teaching overview report
* Teaching detail report
* Instructor reflection report (optional)
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| **DECISION YEAR****Winter Term**Once the file is complete, the unit/department head will:* Establish a committee of full professors and provide them with access to the documents and information.
* Obtain a report and recommendation from the faculty committee assessing the faculty member’s performance.
* Prepare their own written evaluation of the candidate’s performance.
* Provide the unit head’s report to the candidate and allow them 10 business days from the date of the receipt of the report to provide a written response, which shall be included in the file when it moves forward. (If a unit has or develops a policy or practice of providing the report of the faculty committee to the faculty member, the unit head shall do so.)
* Submit the evaluation file to the appropriate dean.
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| **DECISION YEAR****Winter or Spring Term**The complete file is submitted to the dean of the school or college. The dean will do the following:* Prepare an independent report and recommend renewal or non-renewal of the contract.
* Provide the dean’s report and recommendation to the candidate and allow ten business days from receipt of the report for the candidate to provide any written response or additional materials, including any such materials in the file.
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| **DECISION YEAR****June 14**School/College submits the following to OtP on June 14:* Department faculty committee report
* Department Head report
* Dean’s report
* Candidate’s personal statement
* Curriculum vitae
* Responsive material, if applicable
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| **DECISION YEAR****July 15**OtP will notify the candidate of the review decision by **July 15**. The summary report is to be placed in the candidate’s departmental or college personnel file.  |