**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
* Student Experiences of Teaching Report (Cognos)
* 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.
* Obtain the report and vote tally from the faculty committee assessing the faculty member’s performance.
* The unit head writes their 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 a policy of providing the faculty committee report to the faculty member, the unit head shall do so.)
* Submit the evaluation file to the 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:* Prepare an independent report.
* 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 2**School/College submits the following to OtP on June 2:* 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.  |