

1. Before the granting of tenure, review procedures shall be as follows:
 - a. By June 1, the faculty member will submit to the department chair or dean, as appropriate, a report of activities for the closing academic year.
 - i. The report will include a self-evaluation, reflections on available student evaluations, and a discussion of priorities for the coming academic year. The criteria used in the reports will be those for appointment, promotion and rank described in the Bylaws to Article V of the Faculty Constitution, or commensurate criteria adopted for this purpose by departments, divisions, or schools.
 - ii. Academic units are encouraged to conduct peer evaluations also, and these may, without prejudice at the discretion of the individual faculty member, become a part of the report.
 - b. The chair or dean will by July 15 write an annual performance review for each faculty member, which shall be based largely on the report described in 1.a. above. The chair or dean will use the criteria for appointment, promotion and rank described in the Bylaws to Article V of the Faculty Constitution, or commensurate criteria adopted for this purpose by departments, divisions, or schools. The chair or dean will meet with the faculty member and discuss the report and performance review (1.a. above). Written and signed records of each meeting shall be made, copies of which are retained by faculty members, department chair, and dean, and submitted to the provost's office by September 15.
 - c. The discussion (1.b above) will be specific with regard to each faculty member's strengths and weaknesses, including recommendations for improvement and an appraisal of any significant reservations about performance.
 - d. The first evaluation at the university shall note in writing that faculty members have been informed of the conditions of their employment, expectations for teaching, scholarship, and service, and the rank and tenure rules of the university.
 - e. During the third year of probationary credit leading toward tenure a comprehensive written statement by the chair or dean is due February 26 in the provost's office. This will constitute the annual evaluation for the third probationary year. The statement will be generated according to the procedures described above (at 1.a-d, deadlines adjusted). The statement will in addition explicitly address the advisability of retaining a faculty member based on:
 - i. The individual's past and current performance, including assessments based on letters from colleagues solicited specifically for the third year review process. Procedures for the handling of third year review letters shall be developed in schools and divisions. Procedures for the handling of the third probationary year review shall include consideration of raw course evaluation forms and statistical summaries by relevant parties so that this review is congruent in evidence and practice with the procedures for tenure review. A candidate's file is due to the department/school by January 15, letters from colleagues are due to the chair/dean by February 8, and a draft review is due to the faculty member by February 18.
 - ii. Expectation of continued competence and/or reasonable progress toward tenure criteria (described in the Bylaws to Article V of the Faculty Constitution) and any applicable department, division, or school criteria.
 - iii. Departmental and university projected needs, staffing, and planning.
 - f. During the year in which an individual is a candidate for tenure a comprehensive statement about that person (following the Procedures of the Rank and Tenure Committee in the Faculty Handbook, item A "Consideration for Tenure") will be completed according to the timetable set by the Rank and Tenure guidelines. This will constitute the annual evaluation for the sixth probationary year.
 - i. Copies of these statements shall be retained by the provost.
 - ii. It shall be the responsibility of the provost to provide this information to the Rank and Tenure Committee when faculty members are under consideration for promotion or tenure.

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