



## Procedures and Timeline for Post-Tenure Review Spring Semester 2013

### Procedures

### Due Dates

1. The Department Chair of the faculty member under review shall form a Peer Review Committee. The Peer Review Committee shall include the Department Chair and two tenured/tenure-track members from the department; one member selected by the Department Chair and the other other selected by the faculty member. (See Senate Policy No. 527 for details of forming a Peer Review Committee.) **Tues, Feb. 26**
2. The faculty member under review shall submit an Effectiveness in Academic Assignment Dossier (EAAD) to the Chair of the Peer Review Committee. (See Senate Policy No. 527 for details of EAAD.) **Fri, March 1**
3. The Peer Review Committee shall review the EAAD and write an evaluation of the faculty member's effectiveness in his or her academic assignment. **Fri, March 15**
4. The faculty member may write a response to the Peer Review Committee's evaluation. The response shall be given to the Chair of the Peer Review Committee. **Fri, March 22**
5. The Chair of the Peer Review Committee shall forward the EAAD, the Peer Review Committee's evaluation, and if applicable, the faculty member's response to the Academic Dean. **Mon, March 25**
6. The Academic Dean, the Chair of the Peer Review Committee, and the faculty member shall meet to discuss the faculty member's academic professional strengths and areas within the faculty member's academic assignment where improvements in performance might occur. **Fri, March 29**
7. The Academic Dean shall prepare a summary review and report at the conclusion of the meeting and give a copy to the faculty member under review. **Mon, April 8**
8. The Academic Dean shall forward to the Human Resources Department: the EAAD and all evaluative material created during the review process, including, if applicable, the faculty member's response to the Peer Review Committee's evaluation. **Mon, April 8**
- The faculty member may write a response to the Academic Dean's summary review and report, and if applicable, provide the response to the Human Resources Department and a copy to the Academic Dean. **Mon, April 15**
9. The Human Resources Department shall include all evaluative material created during the review process, including responses from the faculty member into the faculty member's Personnel Action File. **Mon, April 22**