

Department Head Checklist for PTR

Activity

Date

- ___ 1. Sends letter notifying faculty to be reviewed (V A-2)
- ___ 2. Works with departmental faculty to clarify criteria, department mission, etc. (II A-4)
- a) should the indicators in P&T book be clarified departmentally? (II A-4)
 - b) department needs to decide if additional indicators will be added.
 - c) Indicators for administrators? (III C-1f) (DH, Grad Coordinator, Program Area Heads)
- ___ 3. Establish pool of eligible faculty in department (III B-2,3,&4) (all tenured Associate and Professors minus DH)
- ___ 4. May receive notice the faculty member wishes an expanded pool of faculty reviewers (III B-4,5,6 & 7)
- ___ 5. Randomly select 10 names as potential PTR committee (III b-8a & b)
- a) if less than 10 in department, go to other department's eligible pool and randomly select additional names.
 - b) list must contain one name (preferable two) from candidate's department (III B-9)
- ___ 6. Meets with faculty member to share list of 10 names (III B-4) Faculty member can strike up to 5 names; see conflict of interest also (III B-9, 14 & 15)
- ___ 7. Selects 3 names from list by:
- a) randomly select one from department
 - b) if expended pool was requested, randomly select one from this group;
 - c) randomly select second and/or third member from set of remaining names (III B-11 & 14)
- ___ 8. Invites the 3 members to serve on the PTR committee **in writing** (III B-12)
- ___ 9. Obtains agreement from faculty to serve on PTR committee **in writing** (III B-7)
- ___ 10. Informs faculty member who is serving on his/her PTR committee **in writing** (III B-7)
- ___ 11. Notifies Faculty Services of the chair of each PTR Committee (III B-17)
- ___ 12. **Receives PTR materials from faculty being reviewed and forwards the materials to the respective PTR committee**
- ___ 13. Convenes first meeting of PTR committee for each review being conducted (II A-1)
- a) charges the committee
 - b) shares department mission and department expectations of faculty member being reviewed.

First Monday in May
in academic year
preceding review

Friday of the first full
week of Fall term

Early October

Activity**Date**

- ___ 14. Receives copy of PTR report for each faculty being reviewed (III D); report kept in faculty's personnel file (III E) Second Monday in January
- ___ 15. May receive a response to the report from faculty member being reviewed; if so, both the report and response become a part of the record and maintained in faculty's personnel file (III F) First Monday in February
- ___ 16. Maintains records of who served on the review panel, materials used in the review (excluding materials found elsewhere), PTR committee report, any action taken as a result of the review (III E, IV B)
- ___ 17. Sends annual report to the Dean indicating who was reviewed and the outcome of the review (IV C); (Send report to Faculty Services) Last Monday in April
- ___ 18. If the performance of the faculty member was not satisfactory, and after the reconsideration and/or appeal is heard, meets with chair of PTR committee and faculty member reviewed to prepare a faculty development plan (IV F) (see specifics of what plan is to include, p. 7)
- ___ 19. Plan must be approved by PTR Committee (IV-F)
- ___ 20. Faculty development plan is forwarded to Dean (IV F) Last Monday in April
- ___ 21. If the faculty development plan involves resources beyond what the department can supply, the Department Head, Dean, and appropriate VP meet to arrange the needed resources (IV F)
- ___ 22. Meets annually with faculty who received unsatisfactory PTR to review progress on faculty development plan (IV F)
- ___ 23. Prepares an annual progress report to the faculty member on how well faculty development plan is being implemented along with annual departmental review (IV F) Last Monday in April
- a) copy to Dean
- b) faculty member may add a response; if so, both the progress report and response to the report are forwarded to the Dean.
- ___ 24. After three years, peer review committee (selected as in III B) and Department Head decide if faculty development plan has been successfully completed (IV F)
- ___ 25. If faculty development plan was successfully completed, report to Dean in writing (IV F)
- ___ 26. Next PTR is scheduled for five years later (III A, V-A.8)
- ___ 27. If faculty development plan was not successfully completed, Dean is notified in writing (IV F)
- ___ 28. Maintain copy of PTR procedures (IV A, IV E)