

Post Tenure Review Committee Checklist

Activity	Date Due
___ 1. Receive written notification to serve from Department Head (III B-12)	September
___ 2. Accept or decline in writing to Department Head (III B-12)	
___ 3. Meets initially with Department Head to receive charge, understand the faculty member being reviewed's role in department and the department's mission, what form of report is expected (III A-1)	Early October
___ 4. Receives faculty member's materials Current complete vita, annual reviews from last five years, assigned responsibilities and two page personal statement of accomplishments and future plans (III C-a& b)	
___ 5. Select a chair and decide operating schedule given the timeline (III B16) Chair informs candidate being reviewed who the chair is for communication purposes.	
___ 6. Conducts review	October – December
___ 7. May receive written request from faculty member to meet in person; if so, the request becomes a part of the record (III C-2)	
___ 8. Chair prepares the report (III D-8) <ul style="list-style-type: none"> a) voting is done by secret ballot; there can be no abstention III D-1) b) majority vote determines satisfactory/unsatisfactory c) if the vote is positive, the report is to include the vote and a concise summary of the candidate's strengths d) if the vote is negative, the report is to include the vote and a concise summary identifying the candidate's areas of weaknesses and suggest action that might strengthen the faculty member's performance. 	
___ 9. Report submitted to faculty member with copy to Department Head (III E)	Second Monday in January
___ 10. May be asked to reconsider if the candidate's performance was seen as unsatisfactory (III F)	January
___ 11. If candidate's performance was unsatisfactory, must approve faculty development plan (IV F)	

***Bold denotes recommended practice**