

Mid-appointment review of
probationary tenure-track faculty in
TWO-YEAR INITIAL APPOINTMENT
regardless of prior service credit granted

This review is required of all probationary tenure-track faculty members mid-way through the initial two year appointment. No formal action is taken as a result of this review unless the peer committee has just cause to recommend termination of the faculty member's contract. The peer committee letter should summarize the faculty member's work and comment on the faculty member's progress toward tenure. No recommendations are needed or expected.

The AFUM contract in Appendix H (under Annual Peer Evaluation) specifies only the initial date in this sequence. Other dates are locally established. The faculty member should NOT expect to receive a written response to this review from any administrator higher than his/her dean.

- Faculty member's updated personnel action application in the required format is due to the peer committee by **March 15**.
- Peer committee letter with comments and any recommendations, copied to the faculty member and the personnel file, and accompanied by updated personnel action application, must be submitted to the dean by **May 15**.
- Faculty member response to the peer committee letter and/or recommendation, if any, is due by **May 22**. Any response from the faculty member must be addressed to the dean with a copy to the peer committee chair.
- Dean's acknowledgement forwarded to the provost by **May 30**. The dean's letter of acknowledgment must be copied to the faculty member and the peer committee chair. The dean's letter to the provost will be accompanied by the peer committee letter, the faculty member's response, if any, and the updated personnel action application.
- Provost will sign the faculty member's dossier, reflecting that it has been reviewed, and return the dossier to the dean's office by **June 30**.