COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES

History

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your Post-Tenure Review procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

BACKGROUND INFORMATION:

1. Date that current proposed changes were sent forward ____________
   November 10, 2014 ____________

2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600").

   The Department missed the deadline to re-approve these last year and were told by PP&R to resubmit in Fall 2014.

   The attached are unchanged from the procedures used previously.

3. The proposed changes have been approved by the tenured and probationary faculty of the Department: ❌

DEPARTMENT APPROVAL: (Sign & Print Name)  
Department Chair or Chair, Department Personnel Committee  
11/12/14

COLLEGE APPROVAL: (Sign & Print Name)  
College Dean  
11/17/14

PP&R APPROVAL:  
Chair, Personnel Planning and Review Committee  
8/19/15

(for PP&R use only)

Approval Date  Effective Date  Date of Next Review

SP 15  FALL 15  FALL 19
DEPARTMENT OF HISTORY

PROCEDURES FOR POST-TENURE REVIEW

SPRING, 2014

The Department of History shall use Section 645 as the basic policies and procedures for Post-tenure Review.

In order to carry into effect the requirements of Section 645.4 and 645.5, the following procedures shall be followed:

1. During any year in which members of the Department are subject to post-tenure Review, the Department shall establish a three-member Post-tenure review Committee consisting of tenured faculty at the rank of Professor.

2. Each person subject to review shall submit to the Committee a vita detailing activities and accomplishments since the previous review. Evidence of student evaluation shall accompany the review.

3. The Committee shall meet with the person being reviewed to discuss the vita.

4. Following the meeting, the Committee shall prepare a written report of the evaluation to be shared with the faculty member under review, ten (10) calendar days before it is sent to the College Dean and placed in the faculty member’s Personnel Action File.