

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

Environ & Occup Health

**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 May 10, 2017
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 did not have post-tenure review procedures. The faculty and DPC meet and decided to submit the proposed procedures.
3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:  
02 / 07 / 2017

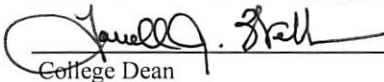
**DEPARTMENT APPROVAL: (Sign & Print Name)**

Michael J. Sullivan, Chair DPC

Department Chair or Chair, Department Personnel Committee

Date

**COLLEGE APPROVAL: (Sign & Print Name)**



College Dean

16-MAY-2017

Date

**PP&R APPROVAL:**



Chair, Personnel Planning and Review Committee

6/5/17

Date

(for PP&R use only)

S'17

Approval Date

F'17

F'20 Effective Date (change in criteria)

Effective Date

F'21

Date of Next Review

Revised 10.16

**DEPARTMENT OF ENVIRONMENTAL & OCCUPATIONAL HEALTH  
PERSONNEL POLICIES & PROCEDURES  
POST-TENURE REVIEW**

**Revised May 10, 2017**

- A. Post-Tenure Review. The Department shall follow Section 645 of the Administrative Manual for Post-Tenure Reviews, with the following additional requirements:
1. The Department Review Committee shall be elected by the full-time Faculty. The Committee will then select a chair and publish a schedule that allows the completion of the post-tenure review prior to April 1 of that academic year.
  2. The faculty member under review shall prepare a letter which presents the work done over the last 5 years or since the last post-tenure review and present that letter to the Department Review Committee.