

**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 Dec 20, 2019
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"). WE HAVE MADE NO CHANGES  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:  
12 / 20 / 2019

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

Department Chair or Chair, Department Personnel Committee

*Josh Siers* 12/20/19  
Date

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

College Dean

*[Signature]* V. Searcy 12-20-19  
Date

**PP&R APPROVAL:**

Chair, Personnel Planning and Review Committee

*[Signature]* 6/19/20  
Date

(for PP&R use only)

Spring 2020

Fall 2020

Fall 2024

Approval Date

Effective Date

Date of Next Review

## DEPARTMENT OF HISTORY

### PROCEDURES FOR POST-TENURE REVIEW

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

In accordance with the requirements of Sec. 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.
2. Each person subject to review shall submit to the Post-tenure Review Committee a vita detailing activities and accomplishments since the previous 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 statement affirming that the review has been performed. Such statement shall be provided to the individual under review, who then has 10 days to respond and submit a rebuttal, if desired, before the statement is forwarded to the Dean.
5. The Dean will also provide a written statement based on the vita, the PAF, and the PTR committee's statement. The person under review has 10 days to respond, rebut, and/or meet with the Dean to discuss the statement.