

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

**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 \_\_\_\_\_
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"). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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

\_\_\_\_\_  
Department Chair or Chair, Department Personnel Committee Date

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

\_\_\_\_\_  
College Dean Date

**PP&R APPROVAL:**

\_\_\_\_\_  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
_____ Approval Date	_____ Effective Date	_____ Date of Next Review

Revised 10.16