

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

Research, Instruction, & Outreach Services (RIOS)  
DEPARTMENT (Oviatt Library)

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"). \_\_\_\_\_  
Proposed changes were initiated by the Department to provide additional clarification to Section 645 of the Administrative Manual, including ~~pre~~ procedures and requirements.  
(Note: There were no previous procedures, as we simply followed Section 645.)
3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:  
6, 14, 19

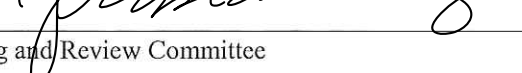
**DEPARTMENT APPROVAL: (Sign & Print Name)**

Susanna Eng-Ziskin  \_\_\_\_\_ 9/6/19  
Department Chair or Chair, Department Personnel Committee Date

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

Mark Storer Mark Storer \_\_\_\_\_ 9/6/19  
College Dean Date

**PP&R APPROVAL:**

 \_\_\_\_\_ 6/11/20  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

Spring 2020

Approval Date

Fall 2020

Effective Date

Fall 2024

Date of Next Review

**Research, Instruction, and Outreach Services**  
**Personnel Policies & Procedures**

**Periodic Review of Tenured Faculty (Post-Tenure Review)**

In addition to the procedures in Section 645 of the Administrative Manual for Periodic Review of Tenured Faculty, the Research, Instruction, and Outreach Services Department has established the following criteria, policies, and procedures:

- I. The Post-Tenure Review Committee (Peer Review Committee of the Department)
  - a. The tenure-track faculty shall elect the Post-Tenure Review Committee.
  - b. The Committee shall consist of three members.
  - c. The Committee shall evaluate submitted materials according to the criteria set forth in the Research, Instruction, and Outreach Services Personnel Policies and Procedures.
  
- II. Faculty Under Review
  - a. Faculty members under review shall submit an updated curriculum vitae that includes their activities in Effectiveness in Librarianship, Contributions to the Field of Study, and Contributions to the University and Community undertaken since the previous review.
  - b. Faculty members under review shall submit a summary of approximately 2-5 pages of their activities in Effectiveness in Librarianship, Contributions to the Field of Study, and Contributions to the University and Community undertaken since the previous review.
  - c. In addition to the consideration of student evaluations required under section 612.5, and in accordance with 645.2, the faculty member's PAF must also include one Library Instruction Observation by a member of a Post-Tenure Review Committee for the period under review.