

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

Elementary Education
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 4/27/2012
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"). _____

Suggested Revisions have been made, and are being submitted for final approval. _____

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

DEPARTMENT APPROVAL: (Sign & Print Name)

R. M. J. W. Means _____ *5/1/2012* _____
Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

Michael E. Brey _____ *5/2/12* _____
College Dean Date

PP&R APPROVAL:

Raymond Li _____ *5-16-12* _____
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u><i>S'12</i></u> Approval Date	<u><i>F'12</i></u> Effective Date	<u><i>2010-2017</i></u> Date of Next Review

645 Periodic Review of Tenured Faculty

As Revised 4/27/2012 It is understood that the dept policy adds to 645.

The department shall allow for the participation of faculty from related departments to serve as post tenure reviewers in order to reflect the role and responsibilities of faculty who have served in another department, when there are insufficient department faculty to form a Peer Review Committee.

Faculty members scheduled for evaluations will be notified as early as possible.

Evidence to be used in the evaluation report shall include: evaluations of instructional performance, scholarship and contributions to the field of study, and/or service to the department, college, university, and the community. The faculty member shall include a current curriculum vitae with supporting artifacts or documents. Work completed since the last review should be highlighted. The faculty member shall provide a narrative emphasizing their accomplishments and future goals

The faculty member shall submit these documents to the Post-Tenure Review Committee by March 1 of the review year. Peer Review Committee members shall read the faculty member's PAF, discuss his/her accomplishments and ongoing agenda, have input into and sign the review letter sent to the faculty member.

The Peer Review Committee evaluation report must be sent to the faculty member by March 15.