



College of Education – Procedure Manual

Effective Date: 7/1/97

Procedure Number: 02 - 04

Section: Faculty

Subject: Pre-Tenure Faculty Review and Retention Procedure

Annual Review

The department chair should conduct an annual review of a pretenure faculty member's progress toward tenure. The annual review should include a meeting between the chair and the faculty member to discuss retention, progress toward promotion and/or progress toward tenure. The chair will make a written recommendation regarding retention to the Dean. The faculty member will be copied and a copy will be placed in the employee's personnel file. The Dean will make a recommendation regarding retention to the Executive Vice Chancellor and Provost. The faculty member and the chair will be copied, and a copy will be placed in the employee's personnel file.

Third Year Review of Pretenure Faculty

During the third year in a tenure track position, faculty will submit information relative to their teaching, research, and professional service using the same university format that would be followed to apply for promotion or tenure. Third year review procedural steps are as follows:

1. The faculty member submits his/her PRT document to the department PRT committee.
2. The department PRT committee will prepare written recommendations with rationale that will be forwarded to the faculty member and the department chair.
3. The department chair will meet with the faculty member to discuss the PRT committee and the chair's recommendations.
4. The department chair will prepare a written recommendation and forward it to the College PRT Committee with a copy to the faculty member.
5. The College PRT Committee will prepare a written recommendation and forward it to the Dean with a copy to the faculty member.
6. The Dean will prepare a written recommendation and forward it to the Executive Vice Chancellor and Provost with a copy to the faculty member.



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Reference: *Faculty Handbook Section IVc. page 74-76.*