Faculty Review Workflow Requirements and Due Dates

Tenure Track Faculty Reviews

Probationary Faculty Annual Reviews (for years 1, 2, 4, & 5) (Due to Becky Toner by 3/31.)	Materials to include: 1) DEO Summary of the review 2) CV
3rd Year Reappointment Review (Due to Becky Toner by 3/31.))	Materials to include: 1) Written review report (addressed to the faculty member) on the faculty member's teaching, scholarly or creative work, and service and evaluating how he/she is meeting the expectations of the department, the College, and the discipline and making recommendations for future efforts. 2) Letter from the DEO to the Associate Dean for Faculty Affairs describing the review procedures followed (if not already included in the report), recommendation, etc. 3) Any written response the faculty member has submitted (if applicable). 4) Full CV 5) Selection of student evaluations and any other evaluations of teaching (peer reviews, letters from team-teachers, letters from graduate student mentees, etc.) deemed appropriate by the department. At least 1 classroom observation must be included. 6) Internal Review Committee written report (if there is one). 7) Other materials that may have been used in the review process (e.g. self-assessment, etc.)

Annual Review of Tenured Faculty (Due to Becky Toner by 5/31.)	Materials to include: 1) Annual Review form 2) CV
5 Year Post-Tenure Peer Review (Due to Becky Toner by 3/31.)	Materials to include: 1) DEO Summary of the review 2) CV 3) Response from Faculty Member (if there is one) 4) Peer Review Committee Report 5) Management Plan (if the review results in the necessity of this)

Clinical Track Faculty Reviews

Annual Reviews (Due to Becky Toner by 3/31.)	Materials to include: 1) Annual Review form 2) CV
Reappointment Review (Due to Becky Toner by 3/31.)	Materials to include: 1) Written review report (addressed to the faculty member) on the faculty member's teaching, scholarly or creative work, and service and evaluating how he/she is meeting the expectations of the department, the College, and the discipline and making recommendations for future efforts. 2) Letter from the DEO to the Associate Dean for Faculty Affairs describing the review procedures followed (if not already included in the report), recommendation, etc. 3) Any written response the faculty member has submitted (if applicable). 4) Full CV 5) Selection of student evaluations and any other evaluations of teaching (peer reviews, letters from team-teachers, letters from graduate student mentees, etc.) deemed appropriate by the department. At least 1 classroom observation must be included.

	6) Internal Review Committee written report (if there is one). 7) Other materials that may have been used in the review process (e.g. self-assessment, etc.)