CRC RESOLUTION: FACULTY HANDBOOK SECTION 4.06

The Collegial Review Council recommends the following alterations to the Faculty Handbook, section 4.06 (Reappointment for Tenure Track Faculty), to clarify current practices and expectations in the collegial review process. **Bold underlined items are additions.**

B. Application and Review Process

In the 1st, 3rd, and 5th year of the probationary period the candidate submits a reappointment application consisting of the completed AA12 form with the accumulated AFE letters from the department head during each year of the probationary period attached. **Applications may not be submitted in two consecutive years.**

The department head and dean may determine that the candidate needs to submit a cumulative reappointment dossier during the 1st, 3rd, and/or 5th year of the probationary period. Candidates requiring an administratively initiated review (Dossier) in the 1st, 3rd, or 5th year will complete the dossier within 30 calendar days of notification. These **administrative review** dossiers will be submitted through ~~full~~ review levels the same as 2nd and 4th year **reappointment dossiers** as determined by each college.

In the 2nd and 4th year of the probationary period the candidate submits a reappointment dossier as determined by the Provost and the Collegial Review Council of the Faculty Senate. The reappointment dossier is a cumulative record documenting progress toward tenure.

1. The Provost, in consultation with the **Faculty Senate** Collegial Review Council, will provide instructions for the preparation of the reappointment applications and the reappointment dossiers in April for the next TPR cycle.

2. Reappointment application: 1st, 3rd, 5th years

a. The reappointment application is reviewed by the department collegial review committee, the department head, the dean, and the provost.

b. The department collegial review committee meets **and makes recommendations** on reappointment **applications** within the time frame established by the Annual TPR Calendar issued by the Provost, said time frame not to exceed 15 working days following the submission deadline. In accordance with the established procedures of each college, department heads submit recommendations on reappointment applications directly to the dean. The recommendations then go to the Provost for final decisions.

3. Reappointment dossiers: 2nd, 4th years, and administrative review

a . The reappointment dossier is reviewed by the department collegial review committee, department head, college collegial review committee (if appropriate), dean and Provost.

b. The department collegial review committee meets **and makes recommendations** on reappointment **dossiers** within the time frame established by the Annual TPR Calendar issued by the Provost, said time frame not to exceed 15 working days following the submission deadline. In accordance with the established procedures of each college, department heads submit recommendations on reappointment **dossiers** directly to the dean or the college collegial review committee **(if appropriate).**

**c. Each college, within their by-laws, will determine the process and manner of review for reappointment dossiers (2nd year, 4th year, administrative review; process and manner of review may include voting and / or written feedback).**

d. Recommendations then go to the Provost for final decisions.

**4**. The candidate is informed in writing of the recommendation decisions, and, if applicable according to college by-laws, the vote count, at each level of review within 5 working days following the collegial review meeting at each level**.**

5. Reappointment Application and Dossier submission deadlines