

7.6.1 All probationary faculty are reviewed annually until tenure is granted or the faculty member is not reappointed. The annual review shall be completed by March 1. Under no circumstances is an evaluation of a faculty member undertaken without that individual's knowledge.

7.6.2 Within the academic unit, evaluation consists of the following:

7.6.2.1 In the first year of appointment:

7.6.2.1.1 The faculty member shall meet with the department chair (or dean in colleges without separate departments) to discuss any first-year goals specified in the letter of offer (such as the completion of a terminal degree).

7.6.2.1.2 The faculty member and the chair may also discuss any activities that meet departmental standards in the areas of teaching and/or librarianship, scholarship/creative activity, and service and that demonstrate the candidate's progress toward departmental standards for tenure.

7.6.2.1.3 The chair (or dean) shall summarize the results of the meeting and shall provide an assessment of the

faculty member in a letter of review to the dean (or Provost). The chair shall share the letter with the candidate prior to submission to the next level. The candidate shall be permitted five working days to submit a response addressing any errors of fact.

7.6.2.1.4 The dean (or Provost) shall review the letter to verify compliance with department and college standards. A copy of the final letter shall be provided to the faculty member and the Provost by March 15.

7.6.2.2 For all other years prior to application for tenure:

7.6.2.2.1 Unless they are on leave, all tenured faculty are expected to submit an individual written assessment of the dossier and to vote. Tenured faculty on leave may, but are not required to, submit an individual written assessment of the dossier and vote. Probationary faculty, non-tenure-track faculty, and staff do not vote.

7.6.2.2.2 The candidate shall submit a dossier with all of the materials described in section 7.7.2.1. The dossier shall demonstrate progress toward tenure as defined in the departmental standards since the original appointment.

7.6.2.2.3 Tenured faculty shall evaluate the dossier and submit a recommendation using the forms provided in the department or college.

7.6.2.2.4 The chair shall summarize individual written faculty evaluations and recommendations for or against renewal. The chair's letter to the dean (or Provost) shall include a complete and substantial assessment of the candidate's dossier and recommend for or against renewal in a letter to the dean. If disparities exist among the individual written faculty evaluations, the chair must include an assessment of the basis of these disparities.

7.6.2.2.5 The chair shall share the letter with the faculty member prior to submission to the next level. The candidate shall be permitted five working days to submit a response addressing any errors of fact.

7.6.2.2.6 The dean (or Provost) shall review the letter to verify

compliance with departmental and college standards and procedures. A copy of the final letter shall be provided to the faculty member and the Provost by March 15.

7.6.2.2.7 In instances when serious deficiencies arise that could lead to future non-reappointment, the review letter must explain the following: the specific deficiencies, measurements to determine whether they have been remedied, and the time frame allowed for correction.

### 7.6.3 Conditions for Termination/Non-Renewal of Probationary Appointment

7.6.3.1 The only circumstances under which a probationary appointment may be terminated during a one-year contract are:

7.6.3.1.1 Dismissal as provided in Section 19.

7.6.3.1.2 Reduction in force as provided in Section 21.

7.6.3.1.3 Inability to perform responsibilities due to disability, in accordance with appropriate federal and state laws.

7.6.3.1.4 Resignation.

7.6.3.2 Non-renewal at the expiration of any term may occur only in circumstances where the faculty member fails to make satisfactory progress towards tenure in the period between reviews by not satisfactorily addressing serious deficiencies as outlined in the review process of Section 7.6.2.2.7. When an appointment is not renewed, written notice of non-renewal shall be provided to the faculty member by the Provost's Office by March 15.