

SCHEDULE FOR FACULTY IN THEIR THIRD THROUGH FIFTH YEAR PROBATIONARY SERVICE AT THIS INSTITUTION

Reminder – System Policy states, “In lieu of the annual performance review in the fourth year, all tenure track faculty shall receive a comprehensive review...”

After Fall Semester and no later than (NLT) February 26	Third through fifth year probationary faculty member submits the evaluation packet to his/her immediate administrative supervisor, normally the department chair.
NLT March 4	Department chair calls a department tenure committee meeting of all tenured faculty in the department to review third through fifth year probationary faculty. evaluation packet, and to Section B5 of the Faculty Handbook.
NLT March 11	Department committee submits its recommendations to the department chair.
NLT March 25	Department chair submits his/her recommendations and recommendations of the department committee to the college dean who without delay forwards them to the college tenure committee.
NLT April 8	College tenure committee completes the evaluation of third through fifth year probationary faculty member and submits its recommendation to the college dean.

