

**FIRST-YEAR PROBATIONARY FACULTY AND
FULL-AND PART-TIME TEMPORARY LECTURERS**

First-year faculty and Lecturers appointed for three or more quarters are reviewed at the department and school level during the spring quarter.

March 9, 1992
Monday, 9:00 a.m.

Last opportunity for insertion of material in Working Personnel Action File by anyone other than the faculty member. Files are available to faculty being evaluated.

Any material to be added to a file after this time by anyone other than evaluating committees and administrators and the faculty member involved is to be given to the appropriate dean who will make a copy and hold it for five days before inserting it into the file, unless the faculty member indicates in writing prior to that time that he/she wishes it inserted earlier.

March 27, 1992
Friday, 9:00 a.m.

End of period in which faculty member has access to file and opportunity to insert material in the Working Personnel Action File. Files made available to department committee (same committee as elected for second RPT cycle).

Note that in the following review process at all levels of review, before recommendations are forwarded to a subsequent level of review, faculty are to be given a copy of the recommendations. The faculty member may submit a written rebuttal statement or response and/or request a meeting be held to discuss the recommendation within seven (7) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the Working Personnel Action File and also be sent to all previous levels of review. This shall not require that the evaluation timelines be altered.

April 10, 1992
Friday, 5:00 p.m.

Completion of work by departmental committees. Copies of evaluation to faculty.

April 17, 1992
Friday, 5:00 p.m.

Deadline for faculty to exercise option of submitting a rebuttal statement or response in writing to departmental review and deadline for faculty to meet with department committee to discuss review. Files forwarded to school deans.

June 1, 1992

Completion of evaluation by deans. Copies of evaluation to faculty and Personnel Action File.

**SCHEDULE FOR ALL FACULTY
REQUIRING LETTERS BY JUNE 1, 1992**

This schedule pertains to all faculty being reviewed for promotion and tenure and all faculty who are in their third year or beyond who are being reviewed for retention. (All Second-year faculty are reviewed for retention only during the early review cycle with a February 15 deadline.)

January 10, 1992
Friday, 5:00 p.m. Last opportunity for insertion of material in Working Personnel Action File by anyone other than faculty member. Files are available to all faculty being evaluated.

Any material to be added to a file after this time by anyone other than the evaluating committees and administrators and the faculty member involved is to be given to the appropriate dean who will make a copy and hold it for five days before inserting it into the file, unless the faculty member indicates in writing prior to that time that he/she wishes it inserted earlier.

January 24, 1992
Friday, 9:00 a.m. End of period in which faculty member has access to file and opportunity to insert material in the Working Personnel Action File. Files made available to department committees and department chairs.

February 14, 1992
Friday, 5:00 p.m. Completion of work by departmental committees and chairs. Copies of recommendations to faculty.

February 21, 1992
Friday, 5:00 p.m. Deadline for faculty to exercise the option of submitting a rebuttal statement or response in writing to departmental review and deadline for faculty to meet with departmental committee to discuss recommendation.

Files forwarded to school deans.

March 13, 1992
Friday, 5:00 p.m. Completion of evaluation by deans. Copies to faculty.

March 20, 1992
Friday, 5:00 p.m. Deadline for faculty to exercise the option of submitting a rebuttal statement or response in writing to dean's review and deadline for faculty to meet with dean to discuss recommendation. Files forwarded to Academic Vice President and University Review Committee.

April 21, 1992
Tuesday, 5:00 p.m. Completion of evaluation by Academic Vice President and University Review Committee. Copies to faculty.

April 28, 1992
Tuesday, 5:00 p.m. Deadline for faculty to exercise option of submitting a rebuttal statement or response in writing to Academic Vice President or University Review Committee's review and deadline for faculty to meet with this level of review to discuss recommendation. Files forwarded to President.

June 1, 1992 Letters to faculty members notifying them of 1) reappointment with tenure, or 2) reappointment for an additional probationary year, or 3) reappointment to a terminal year.