

**SECOND-YEAR PROBATIONARY FACULTY
REQUIRE LETTERS BY FEBRUARY 15, 1992**

During this cycle, second-year probationary faculty are reviewed for retention for a third probationary year.

October 21, 1991
Monday, 8:00 a.m.

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

November 11, 1991
Monday, 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 to department chairs.

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.

November 25, 1991
Monday, 5:00 p.m.

Completion of work by department committees and chairs. Copies of recommendations to faculty. Files forwarded to school dean for evaluation.

January 13, 1992
Monday, 5:00 p.m.

Completion of evaluation by deans. Copies to second-year faculty. Files forwarded to the Vice President for Academic Affairs, and University Review Committee.

January 27, 1992
Monday, 5:00 p.m.

Completion of evaluation and review by the Vice President for Academic Affairs, and University Review Committee. Copies to faculty. Files forwarded to President.

February 15, 1992

Letters to second-year faculty notifying them of either 1) reappointment to a third probationary year, or 2) termination at the end of the second year.

(over)