

## FOURTH/FIFTH YEAR FACULTY FORMATIVE REVIEW SCHEDULE 2023-2024

**\*DEADLINES ARE SUBJECT TO CHANGE DUE TO CIRCUMSTANCES**

*(Faculty Handbook Part III, Section 2)*

**Candidates for review: Judex Hyppolite (4<sup>th</sup> yr); Adrienne Gathman & Amanda Martens (5<sup>th</sup> yr)**

\*Candidate will be required to upload their materials to Interfolio.

Deadlines	Pre-Review
09/08/2023	<b>Department Chair</b> meets with faculty member to review handbook policies and procedures, determine provisional dates of the review, and discuss possible members of the review committee.
09/15/2023	<b>Candidate</b> being reviewed provides the chair with the names of (3) possible tenured faculty members from outside the department and up to (3) tenured faculty members from within the department.
09/22/2023	<b>Department Chair</b> select the members of the review committee, including: 1 tenured from inside dept., 1 tenured from outside dept. ( <i>if tenured person is not available in the dept., 1 tenured from the division</i> ), finalize dates of review, and inform the candidate being reviewed. This information is submitted to the dean's office and to the chair of FPC.
10/06/2023	<b>Review Committee</b> meets by this date.
10/06/2023	<b>Candidate</b> must submit self-evaluation, current vita, syllabi, and any other supporting material for the file. Teaching evaluations for the candidate will be entered by the dean's office into the candidate's file.

Deadlines	Review
10/06/2023	File closed. All materials to be used in the review should be in the file.
10/27/2023	<b>Review Committee</b> has reviewed the file, observed at least one class, and met with the candidate.
11/03/2023	<b>Review Committee</b> discusses the substance of their findings and summarizes it for the letter. <b>Department Chair</b> drafts the formal letter.
11/17/2022	<b>Department Chair</b> has drafted the formal formative letter to the faculty member, has received approval from the committee, and has sent the letter to the candidate.
12/01/2023	<b>Review Committee</b> has met with the candidate. After the meeting, the review committee may or may not choose to revise the letter as it deems appropriate.
12/08/2023	<b>Department Chair</b> sends final formative letter to the academic dean's office to be placed in the file.

### REAPPOINTMENT SCHEDULE FOURTH/FIFTH YEAR FACULTY

*The process for reappointment is described in the [Faculty Handbook, Part III, Section 2.2.0](#).*

02/16/2023	<b>Department Chair</b> shares the reappointment letter with the candidate then submits reappointment letter to the division head for review.
02/23/2023	<b>Division Head</b> writes and submits a letter affirming or questioning the decision of the department chair along with the letter from the department chair to the dean's office.