

**2023-2024 MID-PROBATIONARY REVIEW SCHEDULE**  
**\*DEADLINES MAY CHANGE TO DUE TO CIRCUMSTANCES**

<b>FACULTY:</b>	<b>FPC REVIEWER:</b>	<b>COMMITTEE: (Div. Head, Dept. Chair &amp; (1) tenured faculty from outside the department)</b>
Lauren Points (TT)		Adam Brustkern, Ryan Rehmeier, and faculty member
Marilyn Vazquez-Landrove (TT)		Adam Brustkern, Heidi Berger, and faculty member
Cal Busby (Term)		Nicci Whalen (DH/DC) and faculty member
Jamie Poulsen (Term)		Mike Eckerty, Don Evans, and faculty member
Kelly Swinton (Term)		TBA, Kedron Bardwell, and faculty member

**[Faculty Handbook](#): Part III, Personnel Procedures, Section 4: Procedures or Mid-Probationary (3<sup>rd</sup>-Year) Review and Reappointment**

Also refer to the Faculty Handbook, Part VII: Appendix C: Guidelines for Mid-Probationary Review

\*Candidates will be required to upload their review materials to Interfolio

**Mid-Probationary Timeline:**

November 2023	January 2024	February 2024	March 2024	April 2024
<p>Due by <b>November 17</b>: Submit (3) names. FPC review chair will choose (1) tenured faculty member from outside the department (<b>this is not optional</b>)</p> <p>*Off-campus reviewer is optional.</p>	<p>Due by <b>January 12</b>: -Self-evaluation -C.V. -Syllabi -Other supporting materials</p>	<p>Review Committee members sit in on at least one class by <b>February 9</b>.</p> <p>File closed by <b>February 9</b>. (If there is an outside reviewer, their letter is also due by the 9<sup>th</sup>)</p> <p>Interview candidate and review file by <b>February 23</b>.</p>	<p>Formal letter drafted by the FPC Chair of Review Committee by <b>March 1</b>.</p> <p>Letter is reviewed by committee and forwarded to the candidate by <b>March 8</b>.</p> <p>Meeting of Review Committee with candidate before <b>March 29</b>.</p>	<p>Final version of formal letter is submitted to FPC and the candidate by <b>April 5</b>.</p> <p>FPC meets with the candidate by <b>April 19</b>.</p> <p>FPC passes recommendation on to the dean by <b>April 26</b>.</p> <p>Dean meets with candidate by <b>May 20</b>.</p>