

FIRST YEAR FACULTY FORMATIVE REVIEW SCHEDULE 2023-2024
***DEADLINES ARE SUBJECT TO CHANGE DUE TO CIRCUMSTANCES**
(Faculty Handbook Part III, Section 2)

Candidates for review in 2023-2024: David Foshee, Bradi Darrah, Jeremy Griffin, Tim Luttermoser, Kara Raphaeli, Rachel Terlop, and Taylor Vargo

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

Deadlines	Pre-Review Action Items
10/27/2023	Department Chair meets with faculty member to review handbook policies and procedures, determine provisional dates of the review, and discuss possible members of the review committee.
11/03/2023	Candidate 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.
11/10/2023	Department Chair 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.
12/01/2023	Review Committee meets by this date.
01/19/2024	Candidate must submit self-evaluation, current vita, syllabi, and any other supporting material for the file. Teaching evaluations for the candidate will be added by the dean's office into the candidate's file.

Deadlines	Review Action Items
01/19/2024	File closed. All materials to be used in the review should be in the file.
02/23/2024	Review Committee has reviewed the file, observed at least one class, and met with the candidate.
03/22/2024	Review Committee discusses the substance of their findings and summarizes it for the letter. Department Chair drafts the formal letter.
03/29/2024	Department Chair has drafted the formal formative letter to the candidate, has received approval from the committee, and has sent the letter to the candidate.
04/12/2024	Review Committee has met with the candidate. After the meeting, the review committee may or may not choose to revise the letter as it deems appropriate.
04/26/2024	Department Chair sends final formative letter to the academic dean's office to be placed in the file.

FIRST YEAR FACULTY REAPPOINTMENT SCHEDULE

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

02/09/2024	Department Chair shares the reappointment letter with the candidate, and then submits reappointment letter to the division head for review.
02/23/2024	Division Head 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.

October /2023