

FINAL

Dean's Written Review Process

- 1) For faculty in their third and fifth years of service.¹
- 2) Toward the end of the Spring semester and after the annual evaluation conducted by the Department Chair or member of the Department Personnel and Budget Committee, the Dean shall review the record of the faculty member. The Dean shall, thereafter, meet with the department chair and discuss the academic progress of the faculty member. The Dean shall share with the department chairman his or her view of the strengths and weaknesses of the faculty member.
- 3) In those cases in which, after the discussion with the Chair, the Dean considers that the strengths and weaknesses of a candidate are not sufficiently set forth in the annual evaluation conference memorandum, the Dean shall prepare a memorandum to the Department Chair that indicates the areas of strength or weakness.
- 4) A copy of the memorandum shall be sent to the faculty member.
- 5) The Chair asks the faculty member to initial the Chair's copy of the memorandum; this copy shall be placed in the faculty member's personal personnel file. As in all such cases, the faculty member will have the right, if he or she wishes, to place in his or her file a statement of comment upon the memorandum.

¹ This assumes a 7-year tenure clock. For those faculty on a 5 year clock, Dean's written review would be in the Spring of their 2nd and 3rd year (prior to reappointment votes in 3rd and 4th year for reappointment to 4th and 5th years, respectively).