


The College of Social and Behavioral Sciences

	Policy:	
	<h3>Second and Fourth Year Probationary Reviews</h3>	
	Revision: 11 March 2001	Effective: 11 March 2001

Policy

Second- and fourth-year retention reviews are important elements in the University's program for monitoring the progress of junior faculty towards tenure or continuing status, and for providing them with timely and useful advice about areas of performance which they need to strengthen in order to present the strongest possible credentials for their mandatory tenure or continuing status review. SBS units are required to conduct these reviews during the fall term of the appropriate year, to ensure that the review is substantive, and to convey a comprehensive and candid written report to the faculty member under review.

Second year retention reviews are carried out according to University policy by the unit in which the candidate holds his or her tenure or continuing-status home. If the decision of the unit is to reappoint the candidate for two more years, the decision of the unit is final, and no higher level review is required. On the completion of such a favorable review, the unit must submit to the Dean's Office a packet including the candidate's review dossier, the report of the peer review committee, and the letter from the unit administrator to the candidate. If the decision of the unit is to recommend that the candidate not be reappointed, the candidate's dossier is reviewed by higher level reviewers in accord with University policy.

Fourth year retention reviews are carried out according to University policy by the unit in which the candidate holds his or her tenure or continuing-status home. Because these reviews occur at a critical juncture in the candidate's career, it is crucial that even in favorable cases the candidate receive accurate information regarding his or her prospects for tenure or continuing status in light of the record established so far, information relaying any concerns

there might be regarding these prospects, and recommendations from the unit about improvements that might be advisable. In order to ensure that the unit's letter to the candidate meets these standards, the college requires that before the final letter is sent to the candidate in cases in which the unit has decided to reappoint the candidate for two more years, a packet containing the candidate's review dossier, the report of the peer committee, and the draft letter from the unit administrator be submitted to the Dean for review prior to being sent to the candidate. Changes in the letter may be made, if warranted and mutually agreed upon, after discussions between the unit head and the Dean (or by delegation an associate dean). The packet containing the review dossier, the report of the peer committee, and the final letter from the unit administrator must be submitted to the Dean's Office for inclusion in the candidate's personnel file.

Knowledge

In fourth year reviews in which the unit recommends that the candidate not be reappointed, the candidate's dossier is reviewed by higher level reviewers in accord with University policy.