



## Procedures and Timeline for Post-Tenure Review Spring Semester 2025

<u>Procedures</u>	<u>Due Dates</u>
1. The Department Chair of the faculty member under review shall form a Peer Review Committee. The Peer Review Committee shall include the Department Chair and two tenured members from the Department: one member selected by the Department Chair and the other selected by the faculty member. (See Senate Policy No. 527 for details of forming a Peer Review Committee.)	<b>Tue., February 17</b>
2. The faculty member under review shall submit an Effectiveness in Academic Assignment Dossier (EAAD) to the Chair of the Peer Review Committee. (See Senate Policy No. 527 for details of EAAD.)	<b>Fri., February 21</b>
3. The Peer Review Committee shall review the EAAD and write an evaluation of the faculty member's effectiveness in his or her academic assignment.	<b>Fri., February 28</b>
4. The faculty member may write a response to the Peer Review Committee's evaluation. The response shall be given to the Chair of the Peer Review Committee.	<b>Fri., March 7</b>
5. The Chair of the Peer Review Committee shall forward the EAAD, the Peer Review Committee's evaluation, and if applicable, the faculty member's response to the appropriate Academic Dean.	<b>Mon., March 10</b>
6. The appropriate Academic Dean, the Chair of the Peer Review Committee and the faculty member shall meet to discuss the faculty member's academic professional strengths and areas within the faculty member's academic assignment where improvements in performance might occur.	<b>Fri., March 14</b>
7. The appropriate Academic Dean shall prepare a summary review and report and give a copy to the faculty member under review.	<b>Mon., March 28</b>
8. The appropriate Academic Dean shall forward to the Human Resources Department the EAAD and all evaluative material created during the review process, including, if applicable, the faculty member's response to the Peer Review Committee's evaluation.	<b>Mon., March 28</b>
9. The faculty member may write a response to the Dean's summary review and report, and if applicable, provide the response to the Human Resources Department and a copy to the appropriate Academic Dean.	<b>Mon., April 4</b>
10. The Human Resources Department shall include all evaluative material created during the review process, including responses from the faculty member into the faculty member's Personnel Action File.	<b>Mon., April 11</b>