MID-PROBATIONARY REVIEW TIMELINE FOR ACADEMIC YEAR 2020-2021

College of Education

Dates may change depending upon updated Provost's timeline and the College Promotion and Tenure (P&T) committee timeline

Both the Department Chair and the faculty member may seek assistance from the Department Administrator (DA) in compiling and uploading materials into the RPT portal.

April 1 – May 15, 2020
Starting April 1, Department Chair and the faculty member (i.e., candidate)
1. Review procedures and deadlines for mid-probationary review;
2. Discuss make-up of the Department Faculty Review panel. The panel consists of all tenured faculty in the Department and must have at least six (6) members;
3. Meet with Associate Dean (curriculum, faculty and student affairs) to discuss the format of the electronic dossier and the RPT Software;
4. By May 1, the Department Chair determines a senior faculty member who will provide confidential review of teaching;
5. By May 15, the Department Chair should officially formalize the Department Review Panel and charge them with the review task.

May – October 2020
Candidate meets with Department Chair and Associate Dean to review dossier format, statements, and CV format.

Friday, October 16, 2020
Faculty member submits electronic dossier to the Department Chair. A table of contents list (titled Dossier Completion Checklist) must be signed by the Chair acknowledging that all required items including supplemental materials have been uploaded into the RPT/electronic dossier. Faculty member uploads the signed checklist form into the RPT file.

Faculty member also delivers all teaching materials to a senior faculty member who will review the materials and write a confidential teaching review letter. The letter is due to the Department Chair on November 9, 2020.

Monday, October 19 – Friday October 23, 2020

Department Chair:
1. Carefully reviews faculty member's file assuring that the format and information requested in the electronic dossier is accurate and follows the guidelines established by the Provost's Office;
2. Confirms faculty review panel membership with the Associate Dean;
3. Submits electronic dossier to the RPT College Administrator;
4. Sends announcement to Dean's Administrative Assistant for College-wide review.

Monday, October 26 - Friday October 30, 2020
Dean's Administrative Assistant sends out announcement to COE faculty providing information and dates for faculty review of faculty member’s dossier.

**Monday, November 2 – Friday November 6, 2020**
Files are available for individual review by all College of Education faculty. Faculty submit their confidential College-wide evaluation for Mid-Probationary Review form (plus a letter if desired) to the Department Chair by noon on Monday **November 9, 2020**.

**Tuesday, November 10, 2020**
The Department Chair will add the following confidential materials to the electronic dossier for the faculty review panel:
1. COE Faculty evaluations and
2. Confidential Review of Teaching memo.

**Wednesday, November 11 – Monday, November 23, 2020**
Faculty Review Panel members conduct individual review of the candidate's dossier.

**Monday November 30 – Monday December 7, 2020**
Faculty review panel convenes to discuss the teaching, scholarly work, and service evidence in the dossier and deliberates on candidate’s personal characteristics. After the meeting, each panel member writes an individual letter of assessment of the evidence and a recommendation to the Department Chair using the criteria of excellent, effective, and ineffective (in teaching, scholarly work, service, and personal characteristics). In their letters, the panel members provide a recommendation and vote. The discussion of the panel and the contents of the letters are confidential.

**Monday, January 11, 2021**
Faculty members’ individual letters of assessment of the evidence in the file and recommendations regarding continuance of faculty member are due to the Department Chair. Letters may be completed and sent earlier.

**January 12 – January 25, 2021**
1. Department Chair reviews the materials found in the electronic dossier. Based on the materials, the Chair prepares a letter of assessment and recommendation for a positive or negative decision. The Chair discusses the summary information of the letter with the faculty member. The faculty member may request a copy of Chair’s letter for his/her record. If needed, Chair may redact confidential information (e.g., reviewer’s name if any, vote) before giving a copy of his/her letter to the faculty member.
2. Department Chair adds his or her letter to the electronic dossier.
3. Department Chair adds faculty review panel members’ individual letter to the electronic dossier.
4. After adding the confidential materials to the dossier, Department Chair closes the RPT system so that no individual can access the dossier. At this point, COE P&T members and Dean will have access to the dossier.

**January 2021 – February 2021**
The COE College Promotion and Tenure Committee establishes procedures, individually reviews materials, meets to discuss the evidence and provides a recommendation to the Dean based on the evidence in the dossier no later than February 26, 2021.

March 26, 2021
Dean provides a recommendation to the Senior Vice Provost for Academic Affairs based on all the evidence and recommendations provided in the dossier. A summary of the letter and the Dean’s decision is shared with the faculty member.

April – May 2021
University-wide Promotion and Tenure committee reviews electronic dossiers and makes a recommendation to the Senior Vice Provost.

June 30, 2021
Deadline for Provost to inform faculty member of the final decision.