

Full Name:

Faculty Title: _____
Unit: _____
Department: _____
Year: _____
Review Type: **Post-Tenure/6th Year Review**

POST-TENURE/6TH YEAR REVIEW

Materials Checklist

Name: _____ Department: _____

Sections:

- _____ 1. Post-Tenure/6th Year Review/Tenure Checklist Form
- _____ 2. Summary of Recommendation Form
- _____ 3. Faculty Senate Approved Special Unit Criteria (*if applicable*)
- _____ 4. Post-Tenure/6th Year Review Comprehensive Activities Report
- _____ 5. Self-Evaluation
- _____ 6. Peer, Student and External Evaluations (use cover pages and/or bookmarks)
 - _____ Past evaluations. **If applicable, include the MOA from SWLER & UNAC that granted extension to any request for delay/extensions of 4th year/pre-tenure, or Post-Tenure/6th Year Review.*
 - _____ Copies of workloads for period of review.
 - _____ Student evaluation (IAS& eXplorance Blue) summaries.
 - _____ Peer evaluation of teaching, if available.
 - _____ Examples of course syllabi.
 - _____ Examples/evidence of research/creative activities.
 - _____ Letters or other external evaluations you have received concerning your service activities
 - _____ Honors, citations and any other letters concerning your performance as a faculty member that you would like to include. Do not include here the letters requested by your dean or director; those go in Section 7.
 - _____ Letters of support; miscellaneous.
- _____ 7. a) Curriculum Vitae
- _____ 8. Unit Peer Committee Recommendation
- _____ 9. Dean/Director Recommendation
- _____ 10. University-wide Faculty Review Committee Recommendation
- _____ 11. Provost Recommendation
- _____ 12. Chancellor Decision

Summary of Recommendation Form

**Faculty Senate Approved Special Unit
Criteria (*if applicable*)**

**Post-Tenure/6th Year Review/Tenure
Comprehensive Activities Report**

Self-Evaluation

Peer, Student and External Evaluations

Past Evaluations

Copies of Workloads for Period of Review

**Student Evaluation (IAS & eXplorance
Blue) Summaries**

Peer Evaluation of Teaching (if available)

Examples of Course Syllabi

Examples/Evidence of Research/Creative Activities

**Letters or Other External Evaluations
You Have Received Concerning Your
Service Activities**

**Honors, Citations and Any Other Letters
Concerning Your Performance as a
Faculty Member That You Would Like to
Include.**

Do not include here the letters requested by your dean or director; those go in Section 7.

Letters of Support; Miscellaneous

a) Curriculum Vitae

***b) External Review Letters (if requested
by your dean, director or designee for
review)***

Unit Peer Committee Recommendation

Post-Tenure/6th Year Review

CANDIDATE RESPONSE
to
UNIT-PEER COMMITTEE RECOMMENDATION

**NOTE: PER THE CBA ARTICLE 9, AN
UNSATISFACTORY REVIEW AT THE UNIT PEER
COMMITTEE LEVEL AND/OR THE
DEAN/DIRECTOR LEVEL, THE FILE WILL
AUTOMATICALLY BE REVIEWED BY THE
PROVOST.**

**DELETE THIS PAGE BEFORE FINALIZING YOUR
FILE**

Post-Tenure/6th Year Review

DELETE THIS PAGE BEFORE FINALIZING YOUR FILE

USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WILL BE SENT TO THE FACULTY SERVICES MANAGER AT THE PROVOST'S OFFICE.

To: Dean and/or Director

From: (Insert Name)

Date: (insert date)

Re: Response to Unit-Peer Committee Recommendation On Post-Tenure/6th Year Review

Signature

Date

Printed Name

Provide additional documents regarding publications if needed.

Dean/Director Recommendation

Post-Tenure/6th Year Review

CANDIDATE RESPONSE
to
DEAN/DIRECTOR RECOMMENDATION

NOTE: PER THE CBA ARTICLE 9, AN UNSATISFACTORY REVIEW AT THE UNIT PEER COMMITTEE LEVEL AND/OR THE DEAN/DIRECTOR LEVEL, THE FILE WILL AUTOMATICALLY BE REVIEWED BY THE PROVOST.

DELETE THIS PAGE BEFORE FINALIZING YOUR FILE

USE THE RESPONSE LETTER TEMPLATE ON THE NEXT PAGE IF NOT CREATING YOUR OWN

Post-Tenure/6th Year Review

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MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WILL BE SENT TO THE FACULTY SERVICES MANAGER AT THE PROVOST'S OFFICE.

To: University Wide Committee

From: (Insert Name)

Date: (insert date)

Re: Response to Dean and/or Director Recommendation On Post-Tenure/6th Year Review

Signature

Date

Printed Name

Use additional sheet(s) if necessary

**University-Wide Faculty Review
Committee Recommendation**

Post-Tenure/6th Year Review

CANDIDATE RESPONSE
to
**UNIVERSITY-WIDE REVIEW COMMITTEE
RECOMMENDATION**

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FILE**

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IF NOT CREATING YOUR OWN***

Post-Tenure/6th Year Review

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MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WILL BE SENT TO THE FACULTY SERVICES MANAGER AT THE PROVOST'S OFFICE.

To: Provost and Executive Vice Chancellor Anupma Prakash

From: (Insert Name)

Date: (insert date)

Re: Response to University-Wide Review Committee Recommendation On Post-Tenure/6th Year Review

Signature

Date

Printed Name

Use additional sheet(s) if necessary.

Provost Recommendation

Post-Tenure/6th Year Review

CANDIDATE RESPONSE
to
PROVOST RECOMMENDATION

Post-Tenure/6th Year Review

***POST-TENURE/6TH YEAR REVIEW: The file review ends at the Provost's level, unless the candidate requests by email to the Faculty Services Manager for the file to be submitted to the Chancellor for review.**

**DELETE THIS PAGE BEFORE FINALIZING YOUR
FILE**

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IF NOT CREATING YOUR OWN**

Post-Tenure/6th Year Review

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MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WILL BE SENT TO THE FACULTY SERVICES MANAGER AT THE PROVOST'S OFFICE.

To: Daniel M. White, Chancellor

From: (Insert Name)

Date: (insert date)

Re: Response to Provost Recommendation On Post-Tenure/6th Year Review

Signature

Date

Printed Name

Use additional sheet(s) if necessary

Chancellor Decision