

Information Sheet for Retention Review During Second Probationary Year

Faculty Name: _____

College: _____ Department/School: _____

Year of Tenure-Track Hire: _____ Service Credit Awarded: _____

Year Eligible for Awarding of Tenure: _____

Terminal Degree: _____ Year Terminal Degree Obtained: _____

Seeking Retention for 3rd Probationary Year. If not, other: _____

Recommendations and Faculty Response

Committee Recommendation: in favor opposed split decision

Committee Chair signature: _____

Print Name: _____ Date: _____

Committee report date: _____ (The faculty member will have 10 calendar days for response or rebuttal)

Faculty signature: _____ Date: _____

Faculty response or rebuttal date (if applicable): _____

Chair's recommendation: in favor opposed

Chair's signature: _____

Print Name: _____ Date: _____

Chair's letter date: _____ (The faculty member will have 10 calendar days for response or rebuttal)

Faculty signature: _____ Date: _____

Faculty response or rebuttal date (if applicable): _____

Dean's recommendation: in favor opposed

Dean's signature: _____

Print Name: _____ Date: _____

Dean's letter date: _____ (The faculty member will have 10 calendar days for response or rebuttal)

Faculty signature: _____ Date: _____

Faculty response or rebuttal date (if applicable): _____

Received in Faculty Affairs (date): _____

Supplementary materials (physical description): _____

PLEASE SEE INSTRUCTIONS ON REVERSE SIDE OF THIS PAGE

INSTRUCTIONS

The following materials must be included for those faculty undergoing their Second Year Retention Review in the order shown below:

- (1) Information Sheet for Retention Review During Second Probationary Year
- (2) Academic Senate Policy Choice Form (To be completed by all faculty who
 - a. have not previously completed this form and were hired prior to Fall 2007 **or**
 - b. have chosen the “old” RTP policies)
- (3) Candidate’s letter of rebuttal (if applicable) to College Dean’s recommendation
- (4) College Dean’s recommendation
- (5) Candidate’s letter of rebuttal (if applicable) to Chair’s/Director’s recommendation
- (6) Chair’s/Director’s recommendation
- (7) Candidate’s letter of rebuttal (if applicable) to HRT Committee’s recommendation
- (8) HRT Committee’s recommendation
- (9) Candidate’s Curriculum Vitae (CV)
- (10) Index to Supplemental Materials
- (11) Supplemental Materials