ANNUAL PEER EVALUATION OF TENURE-TRACK FACULTY:

FLOW AND CHECK-OFF LIST

Faculty Member’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions: This form serves as a step-by-step check-off list for procedures of Annual Peer Evaluation of Tenure-Track Faculty as described in Policy 205, Section VIII.B. The deadlines of dossier submission, peer review, and notice of decision, etc. are listed on the Tenure-Track Schedule. The departmental/unit chairperson shall initial and date each step at its completion.

\_\_\_\_\_\_\_\_\_1. The Departmental/Unit chair shall notify each tenure-track faculty member of the deadline to compile and submit a dossier of information.

\_\_\_\_\_\_\_\_\_2. The Departmental/Unit Chair shall compile a list of departmental/unit peers who are qualified to vote for the annual peer evaluation of tenure-track faculty using **Form AT4 - List of Departmental/Unit Peers**.

\_\_\_\_\_\_\_\_\_3. The departmental/unit peers shall convene and discuss whether or not the faculty member is making satisfactory progress toward achieving tenure. Each peer shall complete the **Form AT6 - Annual Peer Evaluation of Tenure-Track Faculty** and vote whether to continue tenure-track appointment or not renew contract.

\_\_\_\_\_\_\_\_\_4. The departmental/unit chair shall compile results of the AT6 evaluation forms and summarize the review meeting discussions from peers from **Form AT2 -** **Summary of Annual Peer Evaluation of Tenure-Track Faculty**. The departmental/unit chair shall provide Form AT2 to the faculty member.

\_\_\_\_\_\_\_\_\_5. The departmental/unit chair shall make a recommendation to the dean of the college on whether to renew or not to renew the faculty member’s tenure-track appointment.

\_\_\_\_\_\_\_\_\_6. The faculty will receive a notice of decision by an appropriate date on the Tenure-Track Schedule.