



Division of Academic Affairs

Procedural Flow Chart for Post Tenure Review 2011-2012

Note: Faculty members will receive official notice of application results from the Vice President for Academic Affairs no later than June 15, 2012.

Faculty Member

1. Reviews post-tenure criteria.
2. Confers with supervisor on approval/support of application.
3. Submits two copies of completed application to department supervisor no later than January 31, 2012.

Supervisor

1. Files one copy of application for official records and uses other copy for review process.
2. Verifies that minimum criteria have been met.
3. Reviews application for completeness and accuracy.
4. Rates faculty members and adds endorsements/commentary on prescribed forms.
5. Forwards narratives and recommendation forms along with applications to chair of the University Post Tenure Review Committee no later than February 15, 2012.

University
Post Tenure Review
Committee

1. Reviews and evaluates all applications applying discipline specific criteria (inclusive of accreditation standards for faculty) and university guidelines.
2. Prepares narratives and makes recommendations on prescribed Forms.
3. Forwards narratives and recommendations along with applications to the Associate VP for Faculty & Programs no later than March 12, 2012.

**Associate Vice President for
Faculty & Programs and
Vice President for Academic
Affairs**

- 1. Associate VP for Faculty & Programs reviews recommendations and forwards report of the Post tenure Committee to the Vice President for Academic Affairs no later than 5 working days after receipt. (March 19 for 2012).**
- 2. The Associate VP for Faculty & Programs and the Vice President for Academic Affairs adds endorsement/commentary, as appropriate.**
- 3. The Vice President for Academic Affairs submits formal recommendations to the President for action.**

President

The President:

- 1. Reviews formal recommendations.**
- 2. Consults with the Vice President for Academic Affairs in cases where clarification is needed. Makes and submits recommendations to the Board of Trustees for approval in time for the Board's spring meeting agenda (usually in April).**

Note: Faculty members will receive official notice of application results from the Vice President for Academic Affairs no later than June 15, 2012 or as soon thereafter as time permits.