

**DRAFT**

**COFS, Appendix F (1.27.09)**

**F: FACULTY REVIEW PROCEDURES FOR TENURED AND TENURE ELIGIBLE FACULTY WITH JOINT APPOINTMENTS IN TWO COLLEGES**

The following procedures cover tenured and tenure eligible faculty with joint appointments in units located in different colleges. These procedures are to be used for retention/annual review (1<sup>st</sup> through 5<sup>th</sup> year faculty), promotion and tenure/annual review, and post-tenure annual review. The procedures only apply to cases where the joint appointment is a formal appointment and at least 40 percent of the appointment is outside of the home college.

**RETENTION/ANNUAL REVIEW: 1<sup>ST</sup>-5<sup>TH</sup> YEAR FACULTY**

<b>TENURE HOME COLLEGE</b>	<b>NON-TENURE HOME COLLEGE</b>
On the date specified in the Personnel Action Calendar, the faculty member submits a copy of the professional review file (PRF) with the supporting materials to the chair/director of the unit. The chair/director makes arrangements to keep the supporting materials in a location where they can be reviewed by review committees and administrators in both colleges.	On the date specified in the Personnel Action Calendar, the faculty member submits a copy of the professional review file (PRF), minus the supporting materials, to the chair/director of the unit.
The chair/director instructs the unit's Faculty Status Committee (FSC) and Annual Review Committee (ARC) that their review must recognize the faculty member's time is split between two units. The faculty member's review must be based on the percent allocated to the unit, not 100%.	The chair/director instructs the unit's Faculty Status Committee (FSC) and Annual Review Committee (ARC) that their review must recognize the faculty member's time is split between two units. The faculty member's review must be based on the percent allocated to the unit, not 100%.
The unit's FSC and ARC conduct the retention and annual review and send recommendation letters to the faculty, with copies sent to the chairs/directors of both units.	The unit's FSC and ARC conduct the retention and annual review and send recommendation letters to the faculty, with copies sent to the chairs/directors of both units.
If a faculty member wants to respond to the committee letter(s), a written response is sent to the chairs/directors of both units, with a copy sent to the chair of the unit committee(s), within the time limit specified in the Personnel Action Calendar.	If a faculty member wants to respond to the committee letter(s), a written response is sent to the chairs/directors of both units, with a copy sent to the chair of the unit committee(s), within the time limit specified in the Personnel Action Calendar.

The chairs/directors of both units conduct the retention and annual review and take into consideration the written response of the faculty if such a response has been submitted. The

chairs/directors write a joint recommendation letter that is sent to the faculty, with copies sent to the deans of the two colleges.
If a faculty member wants to respond to the joint review letter from the two unit chairs/directors, a written response is sent to the deans of both colleges, with copies sent to the chairs/directors of the two units, within the time limit specified in the Personnel Action Calendar
The deans conduct their retention review and take into consideration the written response of the faculty if such a response has been submitted. The deans write a joint recommendation letter that is sent to the faculty, with copies sent to the Provost and the two unit chairs/directors.
If a faculty wants to respond to the joint recommendation letter from the deans, a written response is sent to the Provost, with copies sent to the two deans, within the time limit specified in the Personnel Action Calendar.

**PROMOTION and TENURE/ANNUAL REVIEW  
and  
PROMOTION/ANNUAL REVIEW**

<b>TENURE HOME COLLEGE</b>	<b>NON-TENURE HOME COLLEGE</b>
On the date specified in the Personnel Action Calendar, the faculty member submits a copy of the professional review file (PRF) with the supporting materials to the chair/director of the unit. The chair/director makes arrangements to keep the supporting materials in a location where they can be reviewed by review committees and administrators in both colleges.	On the date specified in the Personnel Action Calendar, the faculty member submits a copy of the professional review file (PRF), <b>minus the supporting materials</b> , to the chair/director of the unit.
The chair/director instructs the unit's Faculty Status Committee (FSC) and Annual Review Committee (ARC) that their review must recognize the faculty member's time is split between two units. The faculty member's review must be based on the percent allocated to the unit, not 100%.	The chair/director instructs the unit's Faculty Status Committee (FSC) and Annual Review Committee (ARC) that their review must recognize the faculty member's time is split between two units. The faculty member's review must be based on the percent allocated to the unit, not 100%.
The unit's FSC and ARC conduct the promotion and/or tenure and annual review and send recommendation letters to the faculty, with copies sent to the chairs/directors of both units.	The unit's FSC and ARC conduct the promotion and/or tenure and annual review and send recommendation letters to the faculty, with copies sent to the chairs/directors of both units.
If a faculty member wants to respond to the committee letter(s), a written response is sent to the chairs/directors of both units, with a copy sent to the chair of the unit committee(s), within the time limit specified in the Personnel Action Calendar.	If a faculty member wants to respond to the committee letter(s), a written response is sent to the chairs/directors of both units, with a copy sent to the chair of the unit committee(s), within the time limit specified in the Personnel Action Calendar.

The chairs/directors of both units conduct their promotion and/or tenure and annual review and take into consideration the written response of the faculty if such a response has been submitted. The chairs/directors write a joint recommendation letter that is sent to the faculty, with copies sent to the deans of the two colleges.
If a faculty member wants to respond to the joint recommendation letter from the two unit

chairs/directors, a written response is sent to the chair of the Promotion and Tenure Review Committee of the tenure home college, with copies sent to the chairs/directors of the two units, within the time limit specified in the Personnel Action Calendar.
The faculty member's PRF and supporting materials are made available to the Promotion and Tenure Review Committee of the tenure home college. The P&T Review Committee conducts their review and takes into consideration the written response of the faculty if such a response has been submitted. The P&T Review Committee writes a recommendation letter that is sent to the faculty, with copies sent to the deans of the two colleges.
If a faculty member wants to respond to the recommendation letter from the P&T Review Committee, a written response is sent to the deans of the two colleges, with a copy sent to the chair of the P&T Review Committee, within the time limit specified in the Personnel Action Calendar.
The deans conduct their promotion and/or tenure review and take into consideration the written response of the faculty if such a response has been submitted. The deans write a joint recommendation letter that is sent to the faculty, with copies sent to the Provost and the two unit chairs/directors.
If a faculty wants to respond to the joint recommendation letter from the deans, a written response is sent to the Provost, with copies sent to the two deans, within the time limit specified in the Personnel Action Calendar.

### POST-TENURE ANNUAL REVIEW

<b>TENURE HOME COLLEGE</b>	<b>NON-TENURE HOME COLLEGE</b>
On the date specified in the Personnel Action Calendar, the faculty member submits a copy of the Annual Performance Report with the supporting materials to the chair/director of the unit. The chair/director makes arrangements to keep the supporting materials in a location where they can be reviewed by review committees and administrators in both colleges.	On the date specified in the Personnel Action Calendar, the faculty member submits a copy of the Annual Performance Report, minus the supporting materials, to the chair/director of the unit.
The chair/director instructs the unit's Faculty Status Committee (FSC)/Annual Review Committee (ARC) that their review must recognize the faculty member's time is split between two units. The faculty member's review must be based on the percent allocated to the unit, not 100%.	The chair/director instructs the unit's Faculty Status Committee (FSC)/Annual Review Committee (ARC) that their review must recognize the faculty member's time is split between two units. The faculty is not evaluated as if 100 percent of their time is in the unit. The faculty member's review must be based on the percent allocated to the unit, not 100%.
The unit's FSC/ARC conducts the annual review and sends a recommendation letter to the faculty, with a copy sent to the chairs/directors of both units.	The unit's FSC/ARC conducts the annual review and sends a recommendation letter to the faculty, with copy sent to the chairs/directors of both units.
If a faculty member wants to respond to the committee letter, a written response is sent to the chairs/directors of both units, with a copy sent to the chair of the unit committee, within the time limit specified in the Personnel Action Calendar.	If a faculty member wants to respond to the committee letter, a written response is sent to the chairs/directors of both units, with a copy sent to the chair of the unit committee, within the time limit specified in the Personnel Action Calendar.

The chairs/directors of both units conduct the annual review and take into consideration the written response of the faculty if such a response has been submitted. The chairs/directors write a joint letter that is sent to the faculty, with copies sent to the deans of the two colleges.

If a faculty member wants to respond to the joint review letter from the two unit chairs/directors, a written response is sent to the deans of both colleges, with copies sent to the chairs/directors of the two units, within the time limit specified in the Personnel Action Calendar