

**PROCEDURES FOR DETERMINING WHICH FACULTY ARE SCHEDULED FOR
POST-TENURE REVIEW**

The policy states the following: “Faculty members will be reviewed once every six years following the receipt of tenure with the review occurring at the department level. The period is restarted if a faculty member is promoted. The time period when a faculty member is on approved medical or familial leave or that would otherwise be excluded when computing time in rank does not count toward this period. However, time spent in sabbatical would be counted as time in rank. The review may be postponed if it falls in a year when the faculty member is on approved leave. Faculty members on phased retirement or whose retirement has been approved by the University will be exempt from review under this policy. In addition, time serving as department chair, program director, dean or associate dean, or other position subject to administrative review is excluded, with the clock suspended during these appointments.”

At Dr. Chris Crawford’s direction, I developed the schedule (see below). The first cycle begins with those faculty who were either tenured in 2009 or who were last promoted in 2009. From 2009, I went back in 6-year increments to add the subsequent dates to be reviewed in the first cycle. As you can see from the schedule below, the dates that I identified for the first cycle are 2009, 2003, 1997, 1991, 1985, 1979, and 1973. Then the cycle repeats starting with those who were either tenured in 2010 or who were last promoted in 2010. The dates for the second cycle are 2010, 2004, 1998, 1992, 1986, 1980, and 1974. That pattern is continued for 6 years until **all of** Cycle A is completed. Then the process starts over again in Spring of 2023 with those who were tenured or promoted in 2015.

REVIEW SCHEDULE					
Spring 2017	Spring 2018	Spring 2019	Spring 2020	Spring 2021	Spring 2022
COMPLETE CYCLE A					
Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5	Cycle 6
2009	2010	2011	2012	2013	2014
2003	2004	2005	2006	2007	2008
1997	1998	1999	2000	2001	2002
1991	1992	1993	1994	1995	1996
1985	1986	1987	1988	1989	1990
1979	1980	1981	1982	1983	1984
1973	1974	1975	1976	1977	1978

Then I ran a query in my ACCESS database for the faculty who had been tenured and/or promoted and exported that into an EXCEL file where I was able to sort and search for the names of faculty who had either been tenured or promoted last in 2009, 2003 and so forth. If a

faculty member was tenured in 2009, 2003, and so forth but was promoted after those dates, according to the policy above, I removed those names from the list as they will be reviewed at a later date.

I then reviewed the remaining names to see if any were on approved leave of absence. I also reviewed the list and removed the name of one person who was approved for retirement and also removed the names of three persons who are serving in administrative positions. Finally, I removed the name of one person who was last promoted in 2009 but had left the University after that for a time and was rehired several years later, so she will also be reviewed at a later date.