

Information Sheet for Retention Review During Third Probationary Year – Short Form

Faculty Name: _____ Department: _____

1. Department Committee Recommendation: Based upon our review of the Working Personnel Action File, we recommend retention for a fourth probationary year:

- Additional comments are attached.
 Additional comments are not attached.

Committee Chair Signature	Print Name	Date
Signature/Date	Signature/Date	Signature/Date
Signature/Date	Signature/Date	Signature/Date

Faculty Signature: _____ Date: _____

2. Department Chair Recommendation: Based upon my review of the Working Personnel Action File:

- I recommend retention for an additional probationary year.
 I do not recommend retention. Instead I recommend terminal year.
 Additional comments are attached.
 Additional comments are not attached.

Signature	Print Name	Date
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Faculty Signature: _____ Date: _____

3. School Dean Recommendation: Based upon my review of the Working Personnel Action File:

- I recommend retention for an additional probationary year.
 I do not recommend retention. Instead I recommend terminal year.
 Additional comments are attached.
 Additional comments are not attached.

Signature	Print Name	Date
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Faculty Signature: _____ Date: _____

Short Form Instructions

The following materials must be attached to this cover Sheet for those Faculty undergoing their Third Year Retention Review in the order shown below:

- (1) Information Sheet for Retention Review During Third Probationary Year – Short Form
- (2) Academic Senate Policy Choice Form (To be completed by all faculty in probationary years 2-5 and all faculty being reviewed for tenure and/or promotion)
- (3) Candidate's Curriculum Vitae (CV)

Supplemental Materials need not be forwarded to the Office of Faculty Affairs and Professional Development.