

**Information Sheet for Retention Review  
During Fourth Probationary Year**

Faculty Name: \_\_\_\_\_

College: \_\_\_\_\_ Department/School: \_\_\_\_\_

Year of Tenure-Track Hire: \_\_\_\_\_ Service Credit Awarded: \_\_\_\_\_

Year Eligible for Awarding of Tenure: \_\_\_\_\_

Terminal Degree: \_\_\_\_\_ Year Terminal Degree Obtained: \_\_\_\_\_

Seeking Retention for 5<sup>th</sup> Probationary Year. If not, other: \_\_\_\_\_

**Recommendations and Faculty Response**

Committee Recommendation: [ ] in favor [ ] opposed [ ] split decision

Committee Chair signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Committee report date: \_\_\_\_\_ (The faculty member will have 10 calendar days for response or rebuttal)

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty response or rebuttal date (if applicable): \_\_\_\_\_

Chair's recommendation: [ ] in favor [ ] opposed

Chair's signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Chair's letter date: \_\_\_\_\_ (The faculty member will have 10 calendar days for response or rebuttal)

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty response or rebuttal date (if applicable): \_\_\_\_\_

Dean's recommendation: [ ] in favor [ ] opposed

Dean's signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's letter date: \_\_\_\_\_ (The faculty member will have 10 calendar days for response or rebuttal)

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty response or rebuttal date (if applicable): \_\_\_\_\_

**Received in Faculty Affairs** (date): \_\_\_\_\_

[ ] Supplementary materials (physical description): \_\_\_\_\_

**PLEASE SEE INSTRUCTIONS ON REVERSE SIDE OF THIS PAGE**

## **INSTRUCTIONS**

The following materials must be included for those faculty undergoing their Fourth Year Retention Review in the order shown below:

- (1) Information Sheet for Retention Review During Fourth Probationary Year
- (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 letter of rebuttal (if applicable) to College Dean's recommendation
- (4) College Dean's recommendation
- (5) Candidate's letter of rebuttal (if applicable) to Chair's/Director's recommendation
- (6) Chair's/Director's recommendation
- (7) Candidate's letter of rebuttal (if applicable) to HRT Committee's recommendation
- (8) HRT Committee's recommendation
- (9) Candidate's Curriculum Vitae (CV)
- (10) Index to Supplemental Materials
- (11) Supplemental Materials