

College of Arts and Sciences Retention Review Policy

Retention reviews are to be conducted at the departmental level in accordance with College and University policy. General guidelines for such reviews follow.

1. Retention recommendations from the Department Chair are due in the Dean's office two weeks before the notification date stipulated in the faculty member's contract. For faculty whose initial appointment begins on August 16, the first retention notification date is January 15 of the first year of appointment; the second notification date is September 15 of the second year of appointment. Thereafter, faculty members are given twelve months' notice of non-renewal.
2. The departmental retention review process is detailed in departmental operating papers. This process must include the advice of the department's tenured faculty.
3. The period to be included in the retention review is, in general, cumulative. Retention recommendation memoranda will include an evaluation of the faculty member's performance in each of the three areas of teaching, scholarly and creative activities, and service. Each of these three areas will be evaluated as either Unsatisfactory, Satisfactory, Meritorious or Excellent.
4. The retention recommendation is sent to the Dean, with a copy to the faculty member.