

**Information Sheet for Retention Review  
During Fifth Probationary Year – Short Form**

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

1. Department Committee Recommendation: We unanimously recommend retention for a sixth probationary year:

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

\_\_\_\_\_  
Committee Chair Signature                      Print Name                      Date

Committee Members (Attach additional page if necessary):  
\_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Department Chair/Director Recommendation: I recommend retention for a sixth probationary year:

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

\_\_\_\_\_  
Signature                      Print Name                      Date

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. College Dean Recommendation: I recommend retention for a sixth probationary year:

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

\_\_\_\_\_  
Signature                      Print Name                      Date

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Short Form Instructions**

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

- (1) Information Sheet for Retention Review During Fifth Probationary Year – Short Form
- (2) Academic Senate Policy Choice Form (To be completed by all faculty who
  - a. have not previously completed this form and were hired prior to Fall 2007 **or**
  - b. have chosen the “old” RTP policies))
- (3) Candidate’s Curriculum Vitae (CV)

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

Date Received in Faculty Affairs: \_\_\_\_\_