

**Information Sheet for Retention Review
During Fifth Probationary Year - Comprehensive**

Faculty Name: _____ College: _____ Department: _____

Year of Tenure-Track Hire: _____ Terminal Degree: _____ Year Terminal Degree Obtained: _____

Service Credit Awarded: _____ Year Eligible for Awarding of Tenure (normally 6 years after year of hire): _____

Seeking Retention for 6th Probationary Year. If not, other: _____

SUPPLEMENTARY MATERIALS (Physical Description: quantity, color, titles, etc.)

Binder(s): _____ Other (accordion files, file boxes, books, bins, crates, etc.)

_____ binder(s) _____ color

_____ binder(s) _____ color

_____ binder(s) _____ color

RECOMMENDATIONS AND FACULTY RESPONSE

Committee Recommendation: in favor opposed split decision

Committee Chair signature: _____ Print name: _____ Date: _____

Committee Members: _____

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): _____

**COLLEGE: SUBMIT COMPLETED ORIGINAL DOSSIER PLUS TWO COPIES TO FACULTY AFFAIRS
PLEASE SEE ADDITIONAL INSTRUCTIONS ON REVERSE SIDE OF THIS PAGE**

Date Received in Faculty Affairs: _____

INSTRUCTIONS

The following materials must be included for those faculty undergoing a comprehensive Fifth Year Retention Review in the order shown below:

- (1) Information Sheet for Retention Review During Fifth Probationary Year - Comprehensive
- (2) Candidate's letter of rebuttal (if applicable) to College Dean's recommendation
- (3) College Dean's recommendation
- (4) Candidate's letter of rebuttal (if applicable) to Chair's/Director's recommendation
- (5) Chair's/Director's recommendation
- (6) Candidate's letter of rebuttal (if applicable) to HRT Committee's recommendation
- (7) HRT Committee's recommendation
- (8) Candidate's Curriculum Vitae (CV)
- (9) Candidate's Self Statement/Narrative
- (10) Index to Working Personnel Action File Binders
- (11) Working Personnel Action File Binders (Supplemental Materials)

Rev. Fall 2016