

the members of the DPTAC should be appointed to review the performance of the faculty member every year beginning with the second year after the previous promotion and continuing until a final recommendation concerning promotion is made.

7.04 The full DPTAC shall limit its recommendations to tenure decisions. Decisions about promotion should be made by all members of the DPTAC holding at least the rank for which the candidate is being considered for promotion. All votes by the committee shall be done by secret ballot. A separate record of the vote count for tenure and/or promotion from the DPTAC members shall be transmitted to the appropriate administrator and to the Standing Faculty Tenure Committee.

7.05 In addition to annual reviews, an extensive review shall be conducted during the spring semester of the faculty member's third academic year of probationary service by the DPTAC, as well as the department chair and dean. The review should include an indication of the degree of consensus of the DPTAC, in the form of a preview vote, regarding the probationer's progress toward tenure. The general result (whether the majority vote was favorable or not favorable) should be reported to the probationer by the department/school chair and dean. A written summary of the DPTAC's assessment and the department chair's review shall be kept in the probationer's tenure file.

## 8. REVIEW OF PROBATIONARY FACULTY

8.01 Formative review of faculty is an ongoing process. A faculty member in the first year of probationary service as an instructor, assistant professor, or nontenured associate professor is reviewed by the department chair based on the performance categories outlined above. If the progress of the faculty member toward meeting the required standards of performance is judged to be insufficient, the chair may notify the faculty member of his/her nonreappointment.

8.02 If the progress of the faculty member toward meeting the standards of performance required for eligibility for tenure and/or promotion to assistant or associate professor is judged to be inadequate the dean shall make a decision and, if a faculty member is not to be renewed, notify the faculty member in writing.