The Stewardship Review Process

Notification

The Vice Provost, Academic Affairs (VPAA) notifies the reviewee of upcoming review and the deadlines for submission of information. The deadline shall be either (a) the end of the fifth year since appointment or (b) five years since the previous stewardship review. The Committee on Academic Personnel (CAP) is copied on this notification and recommends to the VPAA potential members of the Stewardship Review Committee, which shall include a representative from CAP.

4 months prior

Stewardship Review Committee (SRC) Formation

CAP recommends members to the VPAA and identifies the CAP representative.
VPAA appoints members to the Stewardship Review Committee
Membership must be finalized by the end of the Reviewee’s fifth year of service.

End of 5th Year

Reviewee Supplies Materials for Review

The Reviewee submits the packet and a list of references to the Office of Academic Personnel (OAP).
The package contents and the deadline for submission are detailed in the notification letter from the VPAA.

SRC Meetings are Scheduled

At the same time the OAP, coordinating with the Chair of the SRC, sets the first meeting of the SRC. This first meeting shall be no later than two months after completion of the Reviewee’s fifth year. The OAP/SRC Chair shall schedule at least six half-day meetings for interviews.

Months 2 – 4

Interviews

The Stewardship Review Committee conducts its interviews over two months.
The SRC will interview the Reviewee at the end of the review process, or earlier if requested by the Reviewee or the Committee.

Months 7 – 8

Stewardship Review Report Submission

The SRC submits a final report within five months of the initial Committee meeting. (month 7)
This report is submitted to OAP and reviewed by CAP before it is finalized by the SRC for the VPAA. (month 8)

Month 10

VPAA Reviews Report with Dean or Chancellor

The Vice Provost, Academic Affairs meets with the Chancellor or appropriate Dean to discuss the report.

Month 11

Report Reviewed with VPAA, Dean (or Chancellor), and Reviewee

The Reviewee meets with the Chancellor or appropriate Dean and the VPAA on the previously specified date.
The Reviewee receives a redacted copy of the Stewardship Review Committee’s Report.

Campus Presentation of SRC Report Summary

The Dean presents the results of the SRC report and reads the summary and recommendations of the Report before the Department with the Reviewee and the CAP member present (in the case of School Deans, the VPAA, EVC, or the Chancellor makes this presentation to a meeting of the full faculty of the school).

By month 12