The Stewardship Review Process

Notification The Vice Provost, Academic Affairs (VPAA) notifies the reviewee of upcoming review and the deadlines for submission of information. 6 The deadline shall be either (a) the end of the fifth year since appointment or (b) five years since the previous stewardship review. The months Committee on Academic Personnel (CAP) is copied on this notification and recommends to the VPAA potential members of the prior Stewardship Review Committee, which shall include a representative from CAP. Stewardship Review Committee (SRC) Formation CAP recommends members to the VPAA and identifies the CAP representative. months VPAA appoints members to the Stewardship Review Committee prior Membership must be finalized by the end of the Reviewee's fifth year of service. Reviewee Supplies Materials for Review SRC Meetings are Scheduled The Reviewee submits the packet and a list of references to At the same time the OAP, coordinating with the Chair of the SRC, sets the first meeting of the SRC. This first meeting the Office of Academic Personnel (OAP). End of The package contents and the deadline for submission are shall be no later than two months after completion of the 5th Year detailed in the notification letter from the VPAA. Reviewee's fifth year. The OAP/ SRC Chair shall schedule at least six half-day meetings for interviews. Interviews Months 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 2 - 4by the Reviewee or the Committee. Stewardship Review Report Submission Months The SRC submits a final report within five months of the initial Committee meeting. (month 7) 7 - 8This report is submitted to OAP and reviewed by CAP before it is finalized by the SRC for the VPAA. (month 8) VPAA Reviews Report with Dean or Chancellor Month 10 The Vice Provost, Academic Affairs meets with the Chancellor or appropriate Dean to discuss the report. Report Reviewed with VPAA, Dean (or Chancellor), and Reviewee Month 11 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 By month with the Reviewee and the CAP member present (in the case of School Deans, the VPAA, EVC, or the Chancellor makes this presentation 12 to a meeting of the full faculty of the school).