

**Personal Financial Planning Department
Interim Promotion and Tenure Review**

**Fall, 1997
Rev. 12/23/04
Revised Fall, 2018**

The review is not a decision process; it's a process of review, assessment, and suggestions.

The dossier submitted by the faculty member must conform to that required for the sixth-year promotion and tenure review, except that no outside letters of assessment are to be included. The dossier does include the annual letters of evaluation and recommendations drafted by the Department Chair.

The dossier is submitted to the Department Chair and the tenured department faculty for review and assessment. The Chair prepares a letter of assessment and recommendation to the faculty member, and independent of the Chair, the tenured faculty – either individually or collectively – prepare such a letter (or letters) to submit to the faculty member.

Neither the dossier nor the letters of the Department Chair and tenured faculty are submitted to the Dean or the College Promotion and Tenure Committee unless the faculty member requests that they be submitted to one or the other or both. As an option, the department may request an informal review by the Human Environmental Sciences Promotion and Tenure Committee.

The faculty member will be provided opportunity to discuss the letters of assessment and recommendations with the Department Chair and the tenured faculty of the department.

The letters of assessment and recommendation by the Department Chair and tenured department faculty for the interim Promotion and Tenure review will be included in the dossier submitted for the sixth year Promotion and Tenure Review.