

## STEWARDSHIP REVIEW PROCEDURES

Years since initial appointment or since completion of previous stewardship review	Running Count (months)	Activity
<p>Year 4.5</p> <p>(6 months prior to end of 5<sup>th</sup> year)</p>	-6	<p style="text-align: center;"><i>Notification and Initial Scheduling</i></p> <ol style="list-style-type: none"> <li>a. The Associate Vice Chancellor, Academic Affairs (AVC) shall notify the reviewee of his/her upcoming stewardship review and of the deadline for submission of materials packet. This deadline shall be the end of the 5<sup>th</sup> year after the effective date of the initial appointment, or 5 years after the <u>completion</u> of the previous stewardship review.</li> <li>b. The Office of Academic Personnel (OAP) shall schedule the meeting between the reviewee and, as relevant, Dean, AVC and/or Chancellor to discuss the outcomes of the review. The meeting will occur <u>no later than</u> 10 months after the deadline for materials packet submission.</li> <li>c. The OAP shall schedule a meeting of the appropriate Dean and the reviewee to discuss the outcome of the review with the unit. This meeting should ideally take place 11 months after packet submission but should not be any later than the end of the reviewee's sixth year. The Academic Senate Committee on Academic Personnel (CAP) representative shall be in attendance at this meeting.</li> <li>d. All dates shall be included on a form that will be sent to CAP, the AVC, the Chancellor, the Chair of the stewardship review committee, and, as applicable, the appropriate Dean. The OAP will monitor all dates and deadlines.</li> </ol>
<p>Year 4; month 8</p> <p>(4 months prior to end of 5<sup>th</sup> year)</p>	-4	<p style="text-align: center;"><i>Stewardship Review Committee Formation</i></p> <ol style="list-style-type: none"> <li>a. CAP will recommend the membership of a Stewardship Review Committee (SRC), including alternate members if recommended faculty are unable to serve on the committee, and will identify the CAP Representative to serve on the committee.</li> <li>b. The AVC shall appoint, in writing, faculty for service on the SRC and advise the SRC of the report completion date. Faculty who decline to serve on the SRC must do so in writing to the AVC explaining their inability to serve.</li> <li>c. SRC membership shall be finalized no later than beginning of the reviewee's 6<sup>th</sup> year.</li> </ol>

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Beginning of Year 6  (end of 5 <sup>th</sup> year)	0	<p style="text-align: center;"><i>Materials Received and Disseminated; Additional Scheduling</i></p> <ol style="list-style-type: none"> <li>a. The reviewee should submit packet and list of references to the Office of Academic Personnel (OAP). All materials should be submitted by the deadline indicated in the AVC's notification letter to the reviewee. The OAP will add to the packet a summary from the AVC of the reviewee's previous stewardship review (when applicable) and shall forward these materials to CAP. The OAP will provide a copy of this summary to the reviewee.</li> <li>b. Regardless of whether or not the candidate has submitted materials, the review will commence at the beginning of the reviewee's 6<sup>th</sup> year. The department will be notified and the reference request letters will be sent.</li> <li>c. The OAP, in consultation with the Chair of the SRC, shall set the first committee meeting no later than two months after completion of the reviewee's 5<sup>th</sup> year. In addition, subsequent half-day meetings (minimum of 6) shall be scheduled for the SRC to meet with faculty in the reviewee's unit as well as a sampling of other academic appointees, students, residents (where applicable), fellows, and staff in the unit. Every effort shall be made to include the CAP representative in scheduling meetings. The SRC Chair and/or the CAP representative must be in attendance at all interviews.</li> </ol>
Year 6; months 2-4	2  3-4	<p style="text-align: center;"><i>Stewardship Review Committee - Review Process</i></p> <ol style="list-style-type: none"> <li>a. The first SRC meeting occurs on the date previously agreed upon at the beginning of the process.</li> <li>b. Multiple half-day meetings will occur within two months of the initial SRC meeting. Input should be solicited through a general mailing to all faculty, students, residents (where applicable), fellows and staff. This input may be obtained through interviews, letters, or both. If the unit is too large to achieve this goal, then the SRC should attempt to implement a sampling plan that achieves a representative sample (e.g., by series, rank, gender, etc.) of faculty in the unit.</li> <li>c. The SRC will interview the candidate at the end of the review process. The SRC also may choose to interview the candidate early in the process as well if requested by the candidate or the Committee.</li> <li>d. The SRC shall submit a final report within five months after the initial committee meeting or seven months after packet submission due date, whichever is earlier.</li> </ol>

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Year 6; months 7-8	<p align="center">7</p> <p align="center">8</p>	<p align="center"><i>Campus Review Process</i></p> <p>a. The final report shall be provided to CAP for review. The SRC will not be released from its responsibilities until CAP edits and/or signs off on the report.</p> <p>b. CAP will either endorse the report or recommend alternative action to the AVC.</p>
Year 6; months 10-11	<p align="center">10</p> <p align="center">11</p>	<p align="center"><i>Consultation and Conclusion of Process</i></p> <p>a. The AVC shall meet with the Dean or Chancellor to discuss the report.</p> <p>b. The reviewee shall meet with the Chancellor, the AVC, and the Dean to discuss the report on the meeting date previously agreed upon at the beginning of the process. The reviewee shall receive a redacted copy of the SRC's report at this meeting.</p> <p>c. The Dean shall present the results of the SRC report and shall read the SRC's conclusions and recommendations at a departmental meeting with the reviewee. As appropriate, the Associate Vice Chair, Associate Director, or Associate/Vice Dean will be in attendance. The CAP representative shall also attend this meeting. If the action to be taken differs from the action that the SRC and/or CAP endorsed, then the AVC shall meet with CAP prior to the departmental meeting.</p>