

# UME 3-Yr (pre-tenure) Review Timeline

*This timeline is based on faculty hiring date.*

updated: 7/15/18 jut

<b>Each Year</b>	The Associate Dean/Associate Director (AD/AD) will select at least three tenured faculty members from UME to serve on the three-year review committee. There may be more than one committee in the course of a year, depending on the employment dates of faculty at the rank of Agent. The AD/AD will appoint a chair for this committee(s).
<b>2-yr anniversary</b>	AD/AD notifies faculty member of upcoming review.
<b>+ 7 months</b>	Faculty member submits electronic CV (signed) and 2-page Personal Statement (signed) to APT/AEP coordinator.
	AD/AD's office provides electronic summary of Teaching Effectiveness and all completed annual reviews to the APT/AEP coordinator.
	APT/AEP coordinator uploads files to Box and sends notification to the 3-yr review committee
<b>+ 6 weeks</b>	The 3-yr review committee will have a maximum of six weeks to complete their review after which time the chair will send the three-year review feedback form and a brief letter for the candidate outlining the committee's recommendation to the APT/AEP Coordinator
<b>+ 3 weeks</b>	The APT/AEP Coordinator will forward the materials to the AD/AD who will review all the materials and make the final decision concerning renewal/nonrenewal of the contract.
	The AD/AD will inform the APT/AEP Coordinator, the faculty member's mentor and Program Leader of the decision.
	The AD/AD will notify the faculty member in writing of the decision and provide feedback from the review committee.
<b>+ 2 months</b>	<p>Candidate should schedule a meeting with their mentor to discuss the review and recommendations.</p> <p>If the results of the review deem it necessary, the faculty member may be asked to meet with their Program Leader and mentor to discuss the recommendations and develop an action plan including benchmarks. This plan is developed by the faculty member with input from their Program Leader and mentor. The faculty member sends this final plan to their Program Leader with copies to the AD/AD and APT/AEP. This needs to be submitted within 45 days after their initial meeting with their Program Leader.</p>