

# Appraisal of Probationary Academic Professionals on Continuous Appointment Track

Appraisal during academic year 20____ - 20____	
Name:	Employee ID:
Department:	College/Administrative Unit:
Job Title:	Appointment term: (select one) <input type="checkbox"/> 9 months <input type="checkbox"/> 12 months
Beginning date of probationary appt:	

**Probationary Appointment Tally** (See appendix for instructions)

A	B	C	D
Appointment year count	Appointment year dates (e.g. 2019-2020)	Probationary year	Comments
		<b>Box 1:</b> Years of prior service if applicable:	<u>Institution</u> <u>From - To</u> <u>Rank</u>
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Year 11			
Year 12			

The unit's appraisal of the candidate's performance is attached to this form

Unit recommendation:

- |  |   |
|--|---|
| <input type="checkbox"/> Continuation of probationary appointment                  | <input type="checkbox"/> Non-reappointment; Executive Vice President and Provost to send notice of terminal appointment |
| <input type="checkbox"/> Continuous Appointment <input type="checkbox"/> Promotion | <input type="checkbox"/> Signed and dated resignation letter attached   |

This form and the attached appraisal has been reviewed by the probationary academic professional:

X \_\_\_\_\_ Date                      X \_\_\_\_\_ Date  
 Probationary Employee                      Responsible Administrator

Dean's/Chancellor's comments and recommendation:

X \_\_\_\_\_ Date  
 Dean/Chancellor

Executive Vice President and Provost's recommendation:

X \_\_\_\_\_ Date  
 Executive Vice President and Provost

**For office use only**

Board of Regents Action:	Dates of termination of appointment, if such action is taken:
_____ Approval Date    _____ Continuous Appt Effective    _____ Promotion Effective	a. Receipt of letter of resignation _____ Effective date of resignation _____
	b. EVPP letter posted date _____ Effective date _____

**Appendix**

**Instructions for completing Form 26 and computation of probationary period.**

**Probationary appointment tally:**

**Column B:**

Enter the fiscal year during which the appointment was made.

**Column C:**

Enter the years of prior service from previous institution in box 1 if applicable.

**Year 1:**

Enter 1 if the appointment was made on or before October 31 for probationary employees on 12-month appointments.

Enter 1 if the appointment was made on or before November 30 for probationary employees on 9-month appointments.

Enter 0 if the appointment was made on November 1 or later for probationary employees on 12-month appointments. The probationary employees' appointment was below 67% effort.

Enter 0 if the appointment was made on December 1 or later for probationary employees on 9-month appointments.

The probationary employees' appointment was below 67% effort.

Add number for years of prior service to number in probationary year 1.

**Subsequent years:**

Add probationary years. Repeat probationary year count if a continuation year was added, i.e. if the probationary period was extended. See examples below. Examples apply to both 12-month and 9-month appointments.

**Example 1: Probationary employee hired August 15 with 2 years of prior service and extension of probationary year in appointment year 3.**

A	B	C	D
Appointment year count	Appointment year dates (e.g. 2019-2020)	Probationary year	Comments
		Box 1: Years of prior service: 2	<u>Institution</u> <u>From - To</u> <u>Rank</u> University of X                      Sept 2017-June 2019                      Assistant Librarian
Year 1	2019-2020	3	Extension of probationary period granted
Year 2	2020-2021	3	Continuation year
Year 3	2021-2022	4	
Year 4	2022-2023	5	
Year 5	2023-2024	6	
Year 6			
Year 7			

**Example 2: Probationary employee hired December 15 with an extension of probationary period in appointment year 1.**

A	B	C	D
Appointment year count	Appointment year dates (e.g. 2019-2020)	Probationary year	Comments
		Box 1: Years of prior service: 0	<u>Institution</u> <u>From - To</u> <u>Rank</u>
Year 1	2019-2020	0	Appointment started December 15, 2019; extension of probationary period.
Year 2	2020-2021	0	Continuation year
Year 3	2021-2022	1	
Year 4	2022-2023	2	
Year 5	2023-2024	3	
Year 6	2024-2025	4	
Year 7	2025-2026	5	
Year 8	2026-2027	6	

**Example 3: Probationary employee hired August 15 with no prior service and no extension of probationary period.**

A	B	C	D
Appointment year count	Appointment year dates (e.g. 2019-2020)	Probationary year	Comments
		Box 1: Years of prior service: 0	<u>Institution</u> <u>From - To</u> <u>Rank</u>
Year 1	2019-2020	1	
Year 2	2020-2021	2	
Year 3	2021-2022	3	
Year 4	2022-2023	4	
Year 5	2023-2024	5	
Year 6	2024-2025	6	
Year 7			