

# APPRAISAL OF PROBATIONARY FACULTY

<b>Copies to:</b>	<input type="checkbox"/> Executive Vice President and Provost	<b>U Wide Form:</b> UM 12
	<input type="checkbox"/> Dean/Vice Chancellor	
	<input type="checkbox"/> Department Head	
	<input type="checkbox"/> Faculty Member	
	<input type="checkbox"/> Department Retain	
		<b>Rev:</b> July 2016

As required by Board of Regents Policy: Faculty Tenure

Appraisal during academic year 20____ - 20____		
Name:	Empl ID:	
Department/division in which probationary appointment is held:		
College:	Current Rank:	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. 2015-2016)	Probationary year	Comments
		<b>Box 1:</b> Years of prior service if applicable:	Institution (prior service)      From - To      Rank
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 teaching, research, and service is attached to this form

Academic unit's recommendation:

<input type="checkbox"/> Continuation of probationary appointment	<input type="checkbox"/> Executive Vice President and Provost to send written notice of terminal appointment
<input type="checkbox"/> Indefinite tenure <input type="checkbox"/> Promotion	<input type="checkbox"/> Signed and dated resignation letter attached

Have appropriate members of the academic unit participated in the above recommendation in accordance with Board of Regents policy on *Faculty Tenure* and the unit 7.12 statement?  Yes     No

This form and the attached appraisal has been reviewed by the probationary faculty member

X _____	_____	X _____	_____
Probationary faculty member	Date	Department head	Date

Dean's/Chancellor's comments and recommendation

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

Executive Vice President and Provost's recommendation

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

**For office use only**

Board of Regents Action	Date of notice of termination of appointment if such action is taken
Approval date    Indefinite tenure effective    Promotion effective	a. Receipt of letter of resignation _____    Effective date of resignation _____
	b. EVPP letter posted date _____    Effective date _____

Appendix

**Instructions for completing President's Form 12 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 faculty on 12-month appointments.

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

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

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

The faculty member's 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 year was extended. See examples below. Examples apply to both 12-month and 9-month appointments.

**Example 1: Faculty member hired August 15 with 2 years of prior service and extension of probationary year in appointment year 3. Decision year is probationary year 6.**

A	B	C	D
Appointment year count	Appointment year dates (e.g. 2015-2016)	Probationary year	Comments
		Box 1: Years of prior service: 2	Institution: University of X From - To: Sept 2009-June 2011 Rank: Asst Prof
Year 1	2011-2012	3	
Year 2	2012-2013	4	Extension probationary period requested
Year 3	2013-2014	4	Continuation year. Faculty member extended probationary period
Year 4	2014-2015	5	
Year 5	2015-2016	6	
Year 6			
Year 7			

**Example 2: Faculty member hired December 15 with no prior service and no extension of probationary period. Decision year is probationary year 6.**

A	B	C	D
Appointment year count	Appointment year dates (e.g. 2015-2016)	Probationary year	Comments
		Box 1: Years of prior service: 0	Institution: _____ From - To: _____ Rank: _____
Year 1	2011-2012	0	Faculty member appointment date December 15, 2011.
Year 2	2012-2013	1	
Year 3	2013-2014	2	
Year 4	2014-2015	3	
Year 5	2015-2016	4	
Year 6	2016-2017	5	
Year 7	2017-2018	6	
Year 8			

**Example 3: Faculty member hired August 15 with no prior service and no extension of probationary period. Decision year is probationary year 6.**

A	B	C	D
Appointment year count	Appointment year dates (e.g. 2015-2016)	Probationary year	Comments
		Box 1: Years of prior service: 0	Institution: _____ From - To: _____ Rank: _____
Year 1	2011-2012	1	
Year 2	2012-2013	2	
Year 3	2013-2014	3	
Year 4	2014-2015	4	
Year 5	2015-2016	5	
Year 6	2016-2017	6	
Year 7			