

Process Guide for Review for Renewal of Multi-Year Academic Professionals

(academic professionals only)

Academic Affairs Manual (ACD) policies governing multi-year appointments for academic professionals: [ACD 507-04](#), [ACD 505-03](#)

Candidate Responsibilities

- Step 1.** Candidate checks with unit chair/director to determine the unit's submission deadlines for the following materials. According to the unit deadline, candidate submits electronic copies (PDF) of the following to the unit:
- a. A full and comprehensive **Curriculum Vitae** which includes page numbers and candidate's name on each page.
 - b. A **Personal Statement** up to four pages in length, single spaced, 12 pt. font with page numbers and candidate's name on each page. The personal statement provides reviewers with evidence of excellence in position effectiveness, teaching, research, and service as applicable to the candidate's area(s) of assignment.
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Unit Responsibilities

- Step 2. Evaluation of materials.** Unit evaluates multi-year renewal candidate's case materials according to college/university libraries procedures/bylaws. At a minimum, evaluated materials should include:
- a. Materials submitted by candidate in Step 1
 - b. Annual evaluations since last renewal or appointment
 - c. Position description for the candidate
- Step 3. Chair/director recommendation.** The unit chair/director evaluates the application and makes a written recommendation. Signed unit chair/director letter, with page numbers, is added to the electronic case file.
- Step 4. APA form.** Unit completes [Academic Personnel Action](#) (APA) form with appropriate signatures and adds to electronic case file.
- Step 5. Submission to the college.** By the deadline established by the supervising college, the unit securely submits electronic PDF Portfolio of each case to college for review and recommendation. For information about creating a PDF portfolio, please see [Create a PDF Portfolio](#). All sections below are PDFs (no other formats or folders).
- a. The PDF Portfolio shall include sections titled and ordered as follows:
 - i. **01_APA form_Last NameFirst Initial**
 - ii. **02_Curriculum Vitae_Last NameFirst Initial**
 - iii. **03_Personal Statement_Last NameFirst Initial**
 - iv. **04_Annual Evaluations_Last NameFirst Initial**
 - v. **05_Position Description_Last NameFirst Initial**
 - vi. **06_Internal Letters_Last NameFirst Initial** (unit personnel committee, followed by unit chair/director)
 - vii. **07_Addendum_Last NameFirst Initial** (if applicable, [Confirmation of Addendum Materials](#), followed by materials (with bookmarks) that were added to the file after the original submission by the candidate.
 - b. PDF Portfolio should be saved and titled using the following naming convention:
 - c. COLLEGE–UNIT–LastNameFirstName–MYRenewalAcademicYear (e.g CLAS-PSY-SmithJane-MYRenewal2012-13)
 - d. If possible, unit should reduce PDF and use the text recognition option before submitting to the college.
 - e. PDF Portfolio should be uploaded to a secure site as directed by each college.
 - f. No hard copy file is required.

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College Responsibilities

- Step 6. College personnel committee.** Case will be reviewed by college personnel committee if any of the following occur:
- Case includes an unsatisfactory overall rating in any annual performance evaluation included in the case file.
 - Any level of review recommends against renewal.
 - At the discretion of the dean.
- Step 7. Addition of internal letter.** If reviewed by the college committee, college adds the internal letter, with voting results and page numbers, from the college personnel committee signed by all members of the committee to the end of the Internal Letters section of the PDF Portfolio. If a separate signature page is necessary, include a sentence about the action being taken with the candidates name at the top of the signature page.
- Step 8. Submission to the dean.** College submits PDF Portfolio to dean for review and recommendation. Signed dean's letter with page numbers is added to PDF Portfolio at the end of the Internal Letters section.
- Step 9. APA form.** College reviews for accuracy and updates the Academic Personnel Action (APA) form with all appropriate signatures and adds to the PDF Portfolio replacing the previous APA form.
- Step 10. Renewal vs. non-renewal.** Based on the dean's recommendation, cases will proceed as follows:
- Cases that the dean recommends for non-renewal shall be forwarded to the provost's office as described in subsequent steps.
 - Cases that the dean recommends for renewal shall remain at the college level until the university has completed review of negative cases.
 - Once the entire review process is complete – including university-level review of negative cases, the college shall notify candidates of renewal or non-renewal as appropriate.
- Reminder: Candidates may not be notified as to the outcome of their case until all cases, including those forwarded to the university provost for further review, have been reviewed and a decision has been made.*
- Step 11. Submission of non-renewal recommendations.** Cases recommended by the dean for non-renewal, will be forwarded to the provost by the deadline established by the university. College submits electronic PDF Portfolio of each recommended nonrenewal case to the university for review and recommendation. For information about creating a PDF portfolio, please see [Create a PDF Portfolio](#). All sections below are PDFs (no other formats or folders).
- PDF Portfolio shall include sections titled and ordered as follows:
 - 01_APA form_Last NameFirst Initial**
 - 02_Curriculum Vitae_Last NameFirst Initial**
 - 03_Personal Statement_Last NameFirst Initial**
 - 04_Annual Evaluations_Last NameFirst Initial**
 - 05_Position Description_Last NameFirst Initial**
 - 06_Internal Letters_Last NameFirst Initial** (unit personnel committee, unit chair/director, followed by college committee, and dean)
 - 07_Addendum_Last NameFirst Initial** (if applicable, [Confirmation of Addendum Materials](#), followed by materials (with bookmarks) that were added to the file after the unit's original submission to the college.
 - PDF Portfolio should be saved and titled using the following naming convention:

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- c. COLLEGE–UNIT–LastNameFirstName–ActionAcademicYear (e.g. CLAS-PSY-SmithJane-MYRenewal2012-13)
- d. If possible, unit should reduce PDF and use the text recognition option before submitting to the college.
- e. PDF Portfolio should be uploaded to a secure college-specific site on provost's share drive as directed by the university; notify the provost's office by email when the file has been uploaded.
- f. Please do not submit hard copy of these materials.

Step 12. List of all actions and recommendations. By the deadline established by the university, the college submits the following information to the university provost:

- a. **NEW!** [Summary of Multi-Year Renewal Decisions](#) (in a PDF file) which lists all multi-year academic professionals, clinical faculty, lecturers, research faculty, and/or professors of practice in the college who are currently being reviewed. Summary shall include the candidate's name, current title, unit/department, multi-year term, and the dean's decision regarding renewal.
- b. Positive reviews for renewal are approved by the dean. The following documents are submitted to the university provost:
 - i. The original signed APA form for each candidate.
 - ii. A copy of the dean's notification of renewal letter sent to the candidate.
 - iii. Please do not submit hard copies of the materials.

IMPORTANT REMINDERS

- All renewals must be evaluated in the year prior to the final contract year (e.g., the second year of their three-year term).
- Internal letters should explicitly articulate justification for renewal/non-renewal based on job performance, the continued availability of funds, and the needs of the unit and the university.