

UNIVERSITY OF DETROIT MERCY April 28, 2021

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Probationary Faculty: Probationary employees will be evaluated and, where appropriate, probationary contracts offered according to the UDMPU schedule:



Probationary Year (Starts August 16 th)	Probationary Year Being Evaluated	Feedback/ Evaluation Deadline	Evaluation Action(s)	Dossier Submission Deadline ^{**}
Year 1	None	None	None	May 15
Year 2	Year 1	October 30	Notice of termination at end of year 2 OR contract for 3 rd and 4th contract year	May 15
Year 3	Years 1& 2	October 30	No employment status action required. May notify employee of termination of contract at end of year 4	May 15
Year 4	Years 1-3	October 30 [mid-tenure clock review]	Notice of termination at end of year 4 OR contract for 5 th and 6 th contract year	May 15
Year 5	Years 1-4	October 30	No employment status action required. May notify employee of termination of contract at end of year 6	None. See Article 5.9 for year 6 review
Year 6	All Years (final tenure review)	See Article 5.9 (f)	Tenure & Promotion granted; or termination with 1-year contract unless employee has been previously notified of non-renewal after the 6 th year	See Article 5.9 for Year 6 review
	dline falls on a w vious business day		ity holiday, the deadline shall be r Page	no later than the 3 of 14

REVIEW TIMELINE FOR PROBATIONARY FACULTY



For Probationary Faculty

Procedures for Annual Reviews		
extracted from 2016-2021 UDMPU Agreement - Article 5.8(b)	Contract Date	Revised Date
All probationary UDMPU Faculty submit their Annual Report.*	May 15	June 15, 2021
All UDMPU Faculty submit their signed Annual Report , with Dean's and Chair's comments to the Office of Academic Affairs via email: academicaffairs@udmercy.edu	October 15	October 15, 2021
Probationary Faculty members submit dossiers to Dean's Office.*	May 15	June 15, 2021
Department reviews dossier and forwards to Department Chair with vritten comments	August 31	August 31, 2021
Department Chair reviews dossier, meets with probationary faculty nember, and forwards dossier to Dean with written comments	August 31	August 31, 2021
Aid-Tenure Review Tenure and Promotion Committee of School/College/Library reviews lossier and forwards to Dean with written comments	September 15	September 15, 2021
Dean reviews dossier, meets with probationary faculty member, and orwards dossier to Provost with written comments	September 30	September 30, 2021
Provost/ VP Academic Affairs notifies faculty member about progress toward receiving tenure, continued employment, or	October 30	October 30, 2021

Probationary Reviews



UDMPU CONTRACT LANGUAGE

The dossier referred to in Article 5.8(a)(ii) shall be created and maintained by all probationary faculty and submitted according to the deadlines listed in 5.8(c) to their respective Deans' office.

Faculty Actions

Dean's Office Representative Actions

- Faculty must provide written notice to their Dean's Office, in a timely manner, of their intent to submit their dossier electronically. (UDMPU due date is May 15th but extended to June 15th for 2021 submission)
- Notify AVP Karen Lee via <u>leekm@udmercy.edu</u> of faculty who intend to submit an electronic dossier.
 - 2. Complete the Online Dossier Access Table (included at the end of this document) and email to Academic Affairs. Include the name and email address of the applicant and each person who should be granted access to the dossier: Dean, Dean's Office Representative, Department Chair, list of Department P&T members who need access to the dossier for review, and when appropriate - a list of College/School/Library P&T Committee members who need access. **Paste the completed table into an email to AVP Karen Lee at** <u>leekm@udmercy.edu</u>

Dean's Office Representative Actions

Be sure to ask faculty member about the level of review

Be sure to ask Department Chair for a list of Department P&T Committee Members

Be sure to ask the Dean for a list of College, School, or Library P&T Committee Members

	Online Dossier Access	Table	Mark an X under I, II, or III to indicate the level of review.			
	Faculty Name	Faculty Current Rank	I. Probationary Review	II. Mid-Tenure Review	III Promotion Continuous E Post Probation Renewal	, Tenure, mployment, ary Contract
>	Enter name here	Enter rank here				
	Online Dossie	er Access Requested for:	Access Level	Access Period	Name	Email
	Faculty Member/Libraria	an Submitting Dossier	Can Edit	Pre/Post Review Period		
	Dean's Office Represent	tative	Can Edit	Review Period		
	Dean		Read Only	Review Period		
Г	Department Chair/Discip	pline Coordinator	Read Only	Review Period		
L	Department P&T Comm	nittee Member	Read Only	Review Period		
L	1		Read Only	Review Period		
L	Department P&T Comm	nittee Member	Read Only	Review Period		
	Department P&T Comm	nittee Member	Read Only	Review Period		
L	Department P&T Comm	nittee Member	Read Only	Review Period		
L	Department P&T Comm	nittee Member	Read Only	Review Period		
L	Department P&T Comm	nittee Member	Read Only	Review Period		
L	Department P&T Comm	nittee Member	Read Only	Review Period		
		(as indica	ted with an X fo	BATIONARY REVIEW [;] r option" I" above)	*****	
Γ	College/School/Library	P&T Committee	Read Only	Review Period		
L	College/School/Library 2 Members	P&T Committee	Read Only	Review Period		
Ł	College/School/Library	P&T Committee	Read Only	Review Period		
	College/School/Library	P&T Committee	Read Only	Review Period		
	College/School/Library Members	P&T Committee	Read Only	Review Period		
L	College/School/Library	P&T Committee	Read Only	Review Period	Page 6 of 1	1
	Members	ws as needed for committe	_		aye u ur r	r

Please add additional rows as needed for committee members.

Probationary Reviews

UDMPU CONTRACT

Department Review

The tenured faculty of each department shall determine a process to review the probationary faculty member's annually in order to dossier and evaluate review her/his progress toward meeting the University, College, School and Department/Program or Library criteria for receiving tenure or employment. continuing The review shall cover the entire period the initial since appointment. Written comments shall provided the be to Department Chair, along with the dossier. A copy of the comments shall be forwarded to the Dean. All written comments shall be submitted no later than August 31.

UDMPU CONTRACT

Chair Review

The Chair of the Department shall meet with the probationary faculty member annually in order to review and evaluate her/his progress toward meeting the University, College, School and Department/Program Library or criteria for receiving tenure or continuing employment. The review shall cover the entire period since the initial appointment. The Chair shall provide written comments to the Dean, along with the dossier, no later than August 31. The Chair shall also submit to the Dean any written comments provided by the tenured faculty.

Dean's Office Representative Actions

Reviewers have "read only" access to dossiers. This means they cannot upload, edit, or remove any documents from the dossier.

Representatives from the Dean's Office have "editing" access to dossiers. This means they can upload documents to the dossier received from the Department P&T Committee and from the Department Chair. These documents should be uploaded to the folder entitled: **Signed Transmittal Form and Review Documents from Chair, Committees, and Deans** by **August 31**st.

For Probationary Reviews, the Representative from the Dean's Office will upload the appropriate Probationary Review form by **September 30th**, signed by the Dean and faculty member.

- <u>Probationary Review Form for Faculty</u>
- Probationary Review Form for Librarians

<u>Probationary Review Form for Aget Zrofs14</u>

Mid-Tenure Reviews



UDMPU CONTRACT

Tenure and Promotion Committee of School, College, or Library

Mid-Tenure Review: The Tenure & Promotion Committee of the School/College/Library shall be included in the review of the probationary faculty member's third-year dossier (submitted May 15 of the third probationary year) in order to evaluate her/his progress toward meeting the University, College, School and Department/Program or Library criteria for receiving tenure or continuous/continuing

employment. The review shall cover the entire period since the initial appointment. Written comments shall be provided to the Dean, along with the dossier, no later than September 15

Dean's Office Representative Actions

Reviewers have "read only" access to dossiers. This means they cannot upload, edit, or remove any documents from the dossier.

Representatives from the Dean's Office have "editing" access to dossiers. This means they can upload documents to the dossier received from the P&T Committee of the School, College, or Library. These documents should be uploaded to the folder entitled: **Signed Transmittal Form and Review Documents from Chair, Committees, and Deans** by **September 15th**.

For Mid-Tenure Reviews, the Representative from the Dean's Office will assist with the copying, distribution, signing, and uploading of the appropriate Mid-Tenure Review form by **September 30th**, signed by the Dept. P&T Committee, Department Chair, Tenure and Promotion Committee of the School/College/Library, and Dean.

- Dossier Transmittal Form for Faculty Mid-Tenure Review
- Dossier Transmittal Form for Librarian Mid-Tenure Review

PROMOTION, TENURE, CONTINUOUS EMPLOYMENT, OR POST-PROBATIONARY CONTRACT RENEWAL REVIEWS

Promotion, Tenure, Continuous Employment, or Contract Renewal



UDMPU CONTRACT LANGUAGE

The review process for tenure/Continuous Employment/Renewable Contracts applications is a natural extension of the annual review process for probationary faculty outlined in Article 5.8. The emphasis is on providing robust and extensive feedback to the candidate at all levels. The schedule for the review process shall be as outlined in the table 5.9 (f) of the UDMPU Agreement.

Faculty Actions

1. Faculty must provide written notice to their Dean's Office, in a timely manner, of their intent to submit their dossier electronically. UDMPU due date is September 15th.

Dean's Office Representative Actions

- 1. Notify AVP Karen Lee via <u>leekm@udmercy.edu</u> of faculty who intend to submit an electronic dossier.
- 2. Complete the Online Dossier Access Table (included at the end of this document) and email to Academic Affairs. Include the name and email address of the applicant and each person who should be granted access to the dossier: Dean, Dean's Office Representative, Department Chair, list of Department P&T members who need access to the dossier for review, and College/School/Library P&T Committee members who need access. Paste the completed table into an email to AVP Karen Lee at leekm@udmercy.edu

Dean's Office Representative Actions

Be sure to ask faculty member about the level of review

Be sure to ask Department Chair for a list of Department P&T Committee Members

Be sure to ask the Dean for a list of College, School, or Library P&T Committee Members

	Online Dossier Access	Table	Mark an X under I, II, or III to indicate the level of review.			
	Faculty Name	Faculty Current Rank	I. Probationary Review	II. Mid-Tenure Review	III Promotion Continuous E Post Probation Renewal	, Tenure, mployment, ary Contract
>	Enter name here	Enter rank here				
	Online Dossie	er Access Requested for:	Access Level	Access Period	Name	Email
	Faculty Member/Librari	an Submitting Dossier	Can Edit	Pre/Post Review Period		
	Dean's Office Represen	tative	Can Edit	Review Period		
	Dean		Read Only	Review Period		
Г	Department Chair/Disci	pline Coordinator	Read Only	Review Period		
	Department P&T Comm	nittee Member	Read Only	Review Period		
L	Department P&T Comm	nittee Member	Read Only	Review Period		
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	Department P&T Comm	nittee Member	Read Only	Review Period		
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L	Department P&T Comm	nittee Member	Read Only	Review Period		
	Department P&T Comm	nittee Member	Read Only	Review Period		
		(as indica	ted with an X fo	BATIONARY REVIEW r option" I" above)	*****	
Γ	College/School/Library	P&T Committee	Read Only	Review Period		
L	College/School/Library	P&T Committee	Read Only	Review Period		
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	College/School/Library		Read Only	Review Period		
	College/School/Library		Read Only	Review Period		
L	College/School/Library	P&T Committee	Read Only	Review Period	age 11 of 1	
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Please add additional rows as needed for committee members.

REVIEW TIMELINE

For Faculty Applying for Promotion, Tenure, Continuous Employment, or

Contract Renewal

UDMPU CONTRACT

<u>Procedure for Review of Promotion</u> and Tenure/Continuous Employment/Renewable Contracts:

The review process for tenure/ Continuous

Employment/Renewable Contracts applications is a natural extension of the annual review process for probationary faculty outlined in Article 5.8. The emphasis is on providing robust and extensive feedback to the candidate at all levels. The schedule for the review process shall be as outlined in the table below. If a due date in the schedule falls on a weekend or University holiday, the deadline shall be no later than the close of the previous business day.

Adjustment to Annual Review Schedule For Faculty Applying for Promotion and/or Tenure/Continuous Employment/ Contract Renewal			
Review Procedures for Faculty Applying for Promotion and/or Tenure Extracted from 2016-2021 UDMPU Agreement - Article 5.9(f)	Contract Date	Revised Date	
All UDMPU Faculty submit their annual report.*	May 15th	June 15, 2021	
All UDMPU Faculty submit their signed Annual Report , with Dean's and Chair's comments to the Office of Academic Affairs via email: <u>academicaffairs@udmercy.edu</u>	Oct. 15	Oct. 15, 2021	
Faculty members applying for promotion/tenure submit dossier to Department Committee and formal written notice to Dean's Office.*	Sept 15th (sixth year)	Sept 15, 2021 (sixth year, unless participating in one or both of the one-year pause in probationary clock) offers	
Department Committee files report and recommendation to Dean's office	Oct. 1st	Oct. 1, 2021	
Department Chairperson files report and recommendation to Dean's office	Oct. 15th	Oct. 15, 2021	
College/School/Library Committee files report and recommendation to Dean's office	Dec. 1st	Dec. 1, 2021	
Dean files report and recommendation to the McNichols T & P Committee	Jan 15th	Jan. 15, 2021	
McNichols T & P Committee files report and recommendation to the Provost	March 1st	March 1, 2022	
Provost/VP for Academic Affairs makes decision to either grant or deny tenure/promotion subject to Article 5.9(f) (ix0	March 31st	March 31, 2022	
Remaining dates apply as noted in contract for Appeal process * Faculty may submit their annual report and/or dossier as early as M		Rageis1200tir14ed). An	

Report Forms and Tenure/Promotion Forms are posted to the Academic Affairs webpage.

Dossiers Submitted by **Faculty Applying** for **Promotion**, Tenure, Continuous **Employment**, or Contract Renewal

Dean's Office Representative Actions

Reviewers have "read only" access to dossiers. This means they cannot upload, edit, or remove any documents from the dossier.

Representatives from the Dean's Office have "editing" access to dossiers. This means they can upload documents* to the dossier received from:

- Department P&T Committee, (Due Oct 1st)
- Department Chair, (Due Oct 15th)
- P&T Committee of the School, College, or Library (Due **Dec 1st**)
- Dean (Due January 15th)

*Note: Documents uploaded are limited to the Committees', Chair's, Dean's letter/report and the signed transmittal form.

These documents should be uploaded to the folder entitled: **Signed Transmittal Form** and Review Documents from Chair, Committees, and Deans by the respective due dates.

The Representative from the Dean's Office will assist with the copying, distribution, signing, and uploading of the Dossier Transmittal form signed by the Dept. P&T Committee, Department Chair, Tenure and Promotion Committee of the School/College/Library, and Dean.

Dossier Transmittal Form for Promotion and Tenure

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FOR HELP PLEASE CONTACT

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