

## Flow chart for Abbreviated Review Files

### Portfolio to Department Chair

- Chair receives file from Faculty member.
- If material is missing at this point the chair will request it from the faculty member and add the missing material.
- The chair will complete and sign the Faculty/Chair Checklist by doing the following:
  - 1) Adding Evaluation Form: Gold colored
  - 2) Declaring the portfolio complete by signing the checklist.



### DPC Reviews File

- DPC reviews file and signs form stating that they have received, reviewed and evaluated review file.
- (Signed statement is the signature page at the front of the file)



### Chair Reviews File

- Chair reviews file and signs form stating that he/she has received, reviewed and evaluated review file.
- (Signed statement is the signature page at the front of the file)

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### File forwarded to Dean

- Dean will review file and sign form stating that he/she has received, reviewed and evaluated review file.



### Faculty member receives copy of the signed statement



### Signed statement and contents of portfolio forwarded to Faculty Affairs and Records

- The faculty member, the Department Chair or the appropriate administrator may request a consultation meeting to discuss the faculty member's progress
- Faculty will be notified in writing June 1 of their retention decision by the President. Periodic Reviews can only result in an additional probationary year.