

Supersedes March 4, 1997	Date Issued February 15, 2002	Page 3 of 4	Procedure No. IEP 04.1
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- 4.4 The IE Executive Committee's written criteria for recommending tenure are identical to those of the Executive Committee of the Faculty Division of the Physical Sciences shown in Attachment 1. (7.14.D.)
- 4.5 The voting rules adopted by the IE Executive Committee for personnel actions are shown in Attachment 2. (7.05.A.)
- 4.6 The IE Chair is responsible for ensuring that the following are provided to each probationary faculty member:
- A copy of the guidance and evaluation procedure. (7.05.A.)
 - A copy of the criteria for recommending tenure. (7.14.D. and 7.05.A.)
 - A document showing the membership of the oversight (Oversight) committee. (7.05.C.)
 - An annual written notice at least 20 days in advance of the Executive Committee's review and meeting notifying the probationary faculty member of their right to request that the meeting of the Executive Committee for the purpose of reviewing their performance be open so that he or she and others may attend.
 - A copy of the annual evaluation written by the Oversight Committee after it is discussed and approved by the IE Executive Committee. (7.05.D.)
- 4.7 The probationary faculty member has the right to respond to the IE Executive Committee approved copy of the annual written evaluation or may, upon request, address the Executive Committee regarding the evaluation. (7.05.D.)

5. Procedure:

Oversight Committee Assignments

- 5.1 At the start of the fall semester, or as appropriate, the IE Chair determines appointments of IE Executive Committee members to the Oversight Committees for each probationary faculty member, and distributes a list to all the IE faculty members that shows the committee chair, the primary mentor, and other (oversight) members for each committee.

NOTE 6: Membership of the Oversight Committees may change from year to year at the discretion of the IE Chair. (7.05.C.) It is the responsibility of the chair to ensure that the Oversight Committee includes at least one Executive Committee member who has related expertise to the probationary faculty member.

NOTE 7: In determining the appointments of the IE Executive Committee members to the Oversight Committees, the IE Chair may consult with other members of the IE Executive Committee and the probationary faculty members involved.

Executive Committee Review Meeting Notifications

- 5.2 At least 20 days in advance of the scheduled annual review meeting, the IE Chair sends a letter to notify each probationary faculty member of the date, time, and location of the meeting and their right to request that the meeting of the Executive Committee for the purpose of reviewing their performance be open so that he or she and others may attend. The members of the Oversight Committee are likewise sent a copy of the letter.

NOTE 8: The meeting of the Executive Committee for the purpose of reviewing the performance of probationary faculty members is typically held on the third Friday of March.

