



## RUTGERS POLICY

**Section:** 60.5.6

**Section Title:** HR/Faculty

**Policy Name:** Policy Regarding Faculty Review

**Formerly Book:** 3.3.8

**Approval Authority:** Board of Governors

**Responsible Executive:** Executive Vice President for Academic Affairs

**Responsible Office:** Office of Academic Affairs

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**Policy:**

### 60.5.6 POLICY REGARDING FACULTY REVIEW

- A. It is the duty of the Dean or director of each academic unit to solicit annually from each department chair a report indicating that a thorough review of each nontenured faculty member of the department has been undertaken, that its results have been communicated verbally and in writing to the faculty member concerned, and that a copy has been placed in his or her departmental personnel file. In cases in which the Dean or the department chair deems it advisable, the reports shall be available to the Dean for reference.
- B. It is the duty of the dean or director of each academic unit to solicit from each department chair a report indicating that a thorough review of each tenured faculty member has been undertaken at intervals of five years for each such faculty member, that its results have been communicated verbally and in writing to the faculty member concerned, and that a copy has been placed in his or her personnel file. In cases in which the dean or department chair deems it advisable, the report shall be available to the dean for reference. The implementation of this review shall be in accord with Section 60.5.7 "Post-Tenure Review Procedure."