

## Memorandum

To: Faculty Members Represented by the United Academics Unit

From: Paul B. Reichardt, Provost

Date: May 29, 2001

Re: **Guidelines for 4<sup>th</sup> Year Comprehensive Review**

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The Collective Bargaining Agreement between the University and United Academics requires that all faculty in a tenure-track position in their 4<sup>th</sup> appointment year will undergo retention review. The criteria by which you will be judged are parallel to those in place for faculty undergoing promotion and tenure review at UAF since 1989. Contact your dean/director for a copy of the criteria. Article 9 of the Agreement that outlines comprehensive review is posted on the web at...

The deadline for submitting materials for 4<sup>th</sup> Year Comprehensive Review to your dean or director is **October 2, 2001**.

The materials included with this memo are designed to assist you in preparing your 4<sup>th</sup> Year retention file. Your file should include material that covers the period since your initial hire. You are especially encouraged to address in this summary any aspects of your position or your record, which you feel deserve special consideration, or which you feel might not be readily apparent to those evaluating your file.

If you have questions or need further clarification, please consult your dean/director or contact Hild in my office at x5178 or [fnhmp@uaf.edu](mailto:fnhmp@uaf.edu).

### Attachments:

- Table of Contents
- Part I: Process and Procedures
- Part II: Suggestions for Preparation of Files
- Part II: Appendix of Required Forms
  - Comprehensive Review Schedule
  - Materials Checklist
  - Summary of Recommendations Form
  - Activities Report
  - Comment Forms