UW Colleges Senate Policy  
Faculty Personnel Policy #501.02  
Probationary Faculty Retention Review Dossiers

Implementation: January 21, 2004  
Revised by the Senate: May 7, 2004  
Revised by the Senate: March 4, 2005  
Revised by the Senate: January 18, 2006  
Revised by the Senate: October 20, 2006  
Revised by the Senate March 6, 2009  
Revised by the Faculty Council (FPSC) 2014-03-14  
Revised by the Faculty Council (FPSC) 2016-02-19

PROBATIONARY FACULTY RETENTION REVIEW DOSSIERS

I. Preparation and Funding  
Revised by the Senate: January 18, 2006  
Revised by the Senate: October 20, 2006  
Revised by the Senate March 6, 2009  
Revised by the Faculty Council (FPSC) 2014-03-14  
Revised by the Faculty Council (FPSC) 2016-02-19

A. The candidate has full responsibility for constructing the dossier in accordance with the established guidelines, which follow.

B. The campus will assist the candidate with reproducing and digitizing all materials which have been gathered by the candidate for the requirements of the dossier, including those non-digital materials added by individual department guidelines, and with distributing those materials to the departmental evaluation committee. Departments will keep the required non-digital materials to a minimum, to allow economical accumulation and distribution.

C. Candidates shall submit the retention dossiers to the appropriate entity according to the deadline dates indicated in FPP #501.

D. The campus evaluation committee will forward a copy to the campus dean, to place in the candidate’s campus file.

E. Faculty are expected to keep their dossiers up to date. That is, they build their tenure and/or promotion dossiers year by year, starting from the first year. However, the submitted retention review dossiers for each year shall include only those materials required for the specific year as listed below.

II. Materials  
Revised by the Senate March 6, 2009

A. First-year probationary faculty shall include the following in the retention dossier:

1. A copy of the candidate’s Activity Report;
2. Copies of the candidate’s Faculty Visitation Reports;
3. From Fall semester: 1) Student Survey of Instruction Reports as received from the UWC Office of Student Affairs and 2) Copies or transcriptions of written comment sections from Student Survey of Instruction;
4. Any additional materials that may be requested by individual departments. It is the responsibility of the department chair to inform probationary faculty of any additional departmental requirements.

B. Second-year probationary faculty shall include the following in the retention dossier:

1. Copies of the candidate’s Activity Report for the first and second year (though the second year report must be prepared earlier than usual);
2. Copies of the candidate’s Faculty Visitation Reports for the first and second years;
3. From the first year: 1) Student Survey of Instruction Reports as received from the UWC Office of Student Affairs and 2) Copies or transcriptions of written comment sections from Student Survey of Instruction;
4. Copies of first year retention letters (both campus and departmental);
5. Any additional materials that may be requested by individual departments. It is the responsibility of the department chair to inform probationary faculty of any additional departmental requirements.

C. Third-year probationary faculty shall prepare a dossier in accordance with Faculty Personnel Policy #501.01.

D. Fourth-year probationary faculty shall include the following in the retention dossier:

1. Copies of the candidate’s Activity Reports from the third and fourth years;
2. Copies of the candidate’s Faculty Visitation Reports from the third and if applicable, the fourth years;
3. From the most recent semester available: 1) Student Survey of Instruction Reports as received from the UWC Office of Student Affairs and 2) Copies or transcriptions of written comment sections from Student Survey of Instruction;
4. Copies of all retention letters (both campus and departmental) from the first, second, and third years;
5. Any additional materials that may be requested by individual departments. It is the responsibility of the department chair to inform probationary faculty of any additional departmental requirements.

E. Fifth-year probationary faculty shall include the following in the retention dossier:

1. Copies of the candidate’s Activity Reports from the fourth and fifth years;
2. Copies of the candidate’s Faculty Visitation Reports from the fourth and fifth years, if applicable;
3. From the most recent semester available: 1) Student Survey of Instruction Reports as received from the UWC Office of Student Affairs and 2) Copies or transcriptions of written comment sections from Student Survey of Instruction;
4. Copies of all retention letters (both campus and departmental) from the first, second, third and fourth years;
5. Any additional materials that may be requested by individual departments. It is the responsibility of the department chair to inform probationary faculty of any additional departmental requirements.