

PRC must be members of the University bargaining unit. The Professor PRC shall elect its own chair from among its English Department members, and it shall forward a copy of its recommendation letter to the Departmental PRC for its information.

✓ c. The Peer Review Steering Committee will handle the procedures for all candidates for tenure and/or promotion to Associate Professor, for all fourth- and fifth-year reviews, and for first-year teaching reviews of new faculty, as outlined below.

✓ 1. Teaching reviews of first-year faculty, by two-person committees of tenured department members appointed by the Peer Review Steering Committee, should normally be conducted early in the Spring Semester and be presented for PRC consideration later that semester.

✓ 2. Teaching reviews for fourth-year, fifth-year, and tenure candidates should be conducted by two-person committees of tenured department members appointed by the Peer Review Steering Committee, during the Fall and Spring semesters of the year preceding each review, and should be presented to the PRC for consideration by the end of the Spring Semester.

✓ 3. Copies of the teaching reports mentioned in 1 and 2 above should be given to 1) the professor who was observed, 2) the department chair (to put in the professor's personnel file), and 3) the current chair of the PRC.

d. The Peer Review Steering Committee shall appoint one of its members to advise any candidate for promotion to Associate Professor, tenure, or fourth-and fifth-year review on the preparation of a dossier. Dossiers for fourth- and fifth-year review must be made available no later than October 15 for the consideration and response of all members of the PRC. Candidates for promotion and/or tenure must submit a preliminary dossier suitable for external review by the first Monday in April of the Spring semester previous to the academic year in which they will be considered for promotion and/or tenure. No later than May 1, the PRC shall meet to hear the Peer Review Steering Committee's tentative recommendation, and to take a straw vote on it. No later than September 15 in the Fall semester, the final version of the dossier and the Peer Review Steering Committee's recommendation shall be presented to the PRC for discussion and formal approval. If at either meeting a majority of the PRC does not agree with the recommendation, the PRC will elect a three-person committee from among the majority to present, within one week, a second recommendation to the PRC for discussion and approval.

e. In the Spring semester of every year, the Peer Review Steering Committee shall present to the Department for its approval a report on the personnel needs of the Department, including descriptions of any positions to be filled by new appointments. In preparing its report, the Peer Review Steering Committee shall consult with the Chair of the Department and the program directors, and shall solicit the views of the Department concerning personnel needs.

f. The Peer Review Steering Committee shall constitute the departmental review committee for applications for professional leave. Late in the Fall semester it shall conduct its review of applications submitted for leave the following academic year. If any member of the Peer Review Steering Committee is a candidate for professional leave, the other members shall appoint a replacement for the purposes of conducting the review.

✓ g. In response to a request by an associate professor interested in preparing for eventual promotion to full professor, the Peer Review Steering Committee shall begin a process of longitudinal peer review by appointing a two-member committee of tenured faculty. One of the members must be from the English department; the other may be from a cognate department. The committee will prepare a teaching report, due by the end of the current semester, based on occasional visits to the candidate's classes over the period of one semester. Copies of the teaching reports should be given to 1) the professor who was observed, 2) the department chair (to put in the professor's personnel file), and 3) the current chair of the PRC. Unless