**Additional Requirements for Probationary Faculty**

Annual performance reviews of all probationary faculty include a component discussing the candidate’s progress toward Promotion and Tenure or Continuing Status. This component includes peer review and must be communicated in writing to the candidate by the unit head. (It may also be discussed in meetings with the head and the committee.) Colleges and departments decide what supporting materials need to be included with the annual review in order to evaluate progress toward Promotion and Tenure or Continuing Status. Each year, departments will submit the P&T/CS&P section of the annual reviews of any probationary faculty whose progress toward P&T/CS&P is not satisfactory to the dean and to the college P&T/CS&P committee, or its equivalent.

Although the annual P&T/CS&P assessments are not the same as the sixth-year mandatory reviews, colleges should limit participation in the P&T/CS&P components to only the faculty holding rank superior to the rank of the candidate.

For candidates whose progress in any area is not satisfactory, a written plan must be developed by the candidate in consultation with the unit head with guidelines for improvement and for integration into subsequent annual reviews until the plan is complete. This plan must be submitted with the results of progress toward P&T/CS&P.

If the results of the retention (third-year) review warrant the need for an interim review prior to the mandatory year, the department or dean or college P&T/CS&P committee, or its equivalent, may request an additional fourth- or fifth-year review.

If the results of the retention (third-year) or any subsequent probationary review are negative, the file must proceed through the regular P&T/CS&P process to the Office of the Provost as described in UHAP.