

**PROBATIONARY REVIEW FORM FOR FACULTY MEMBERS**

**REPRESENTED BY THE UDMPU**

Name: Click or tap here to enter text.

Department/Discipline: Click or tap here to enter text.
Library: Click or tap here to enter text.

Rank: Click or tap here to enter text.

Years in Rank: Click or tap here to enter text.
Highest Degree: Click or tap here to enter text.

Date Degree Granted:Click or tap here to enter text.

Hire Date :Click or tap to enter a date.
Probationary Year: Click or tap to enter a date.

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Directions: The Collective Bargaining Agreement between the University of Detroit Mercy and the UDMPU requires that the University, once each academic year, notify each faculty member as to his/her progress towards tenure. Please comment on the probationary faculty member's success or failure in meeting the University's criteria for performance in the areas of teaching, scholarly research, and service. In addition, please comment as to whether or not prospects for continued employment exist within the faculty member's particular department or discipline. Please attach school or college evaluation forms, vitae, or supporting documentation relevant to this review. \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

1. **Area of Expertise**: Consistent high-quality service substantiated by evaluations from dean (or designee), peers, student and faculty feedback, and other measures. Engages in efforts to improve practice and to stay current on research and techniques in their area of expertise – Reference, Cataloging, or Archives and Special Collections.

A. **Evaluation of Past Achievements:** Is the faculty member making adequate progress so that the result of the eventual evaluation for tenure (tenure-track), continuous employment (clinical-track), or post-probationary contracts (lecturers, clinical instructors) is likely to be positive? Please provide specific evidence, citing examples of the faculty member’s performance.

Provide specific evidence here:

B. Rate the faculty member’s performance in this area of evaluation according to the following rubric:

[ ] Outstanding

[ ] Exceeds Expectations

[ ] Meets Expectations

[ ] Needs Improvement

[ ] Significant Concerns

C. **Recommendations for Future Goals**: If the faculty member is making adequate progress, what advice can be given so as to increase his or her likelihood of success even more? If the faculty member is not making adequate progress, what recommendations should be given to the faculty member so as to make a positive evaluation more likely? Please provide specific evidence, citing examples of the faculty member’s performance.

Provide specific evidence here:

1. **Collection Development**: Thorough knowledge of the University curriculum as it relates to assigned collection areas, thorough knowledge of the libraries’ collections in all formats in assigned collection areas, and demonstrated ability to work with disciplinary faculty to evaluate and develop the collection.

Provide specific evidence here:

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Provide specific evidence here:

1. **Intercommunication**: Demonstrated ability to develop good working relationships through interactions with students, faculty, staff, and the community, both inside and outside the library. Ability to communicate effectively both orally and in writing.

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Provide specific evidence here:

1. **Professional Development**: Ongoing efforts to maintain and increase skills through active participation in state and/or local library organizations, conference and/or workshop presentations, and/or research and publication.

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Provide specific evidence here:

1. **Committee Service**: Service to the department, college/school, the University, the profession, and the community, and in accord with the needs of the unit and the University. (Participation in the New Faculty Orientation may be included in this section.)

Provide specific evidence here:

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Provide specific evidence here:

1. **Other**: Ability to analyze and solve problems, use good judgment, adapt to changing work situations, manage time and resources, and work independently as well as with other faculty and staff.

Additional Comments.

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Provide specific evidence here:

1. **Recommendation to Continue Employment** (To be completed for a faculty member in their first through fifth year):

My recommendation is the following:

[ ] I recommend the faculty member be continued in employment in a probationary status.

[ ] I find the faculty member has not been progressing toward meeting the University's criteria for tenure and, therefore, recommend that the faculty member is terminated effective Click or tap to enter a date.

[ ] The needs of the institution do not permit the offering of a continuing contract to this faculty member effective Click or tap to enter a date.

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Recommended by Dean:

 Click or tap to enter a date.

Signature Date

Reviewed with faculty member:

 Click or tap to enter a date.

Signature Date

Reviewed by the Provost and Vice President for Academic Affairs:

 Click or tap to enter a date.

Signature Date

Rev. 9.22.08, 1.14.13

Rev. 10.19.17 ALT

Rev. 12.18.17 ALT
Rev. 3.21.18 ALT