

FACULTY RETENTION POLICY AND PROCEDURE

APPENDIX I

Retention Files

The Deans and the Provost and Senior Vice President have been asked to accumulate the data described below for inclusion in the reappointment folder of each candidate. The data on each individual should include the following:

1. Data on the grade distributions by the candidate in all the courses taught during the probationary period.
2. A list of all the courses taught by semester so that repetitions can be seen; the number of students in each of these courses should be noted; also special note should be taken of any new courses developed by the individual, or of any unusual curricular development work in connection with existing courses.
3. What has been the individual's contribution to the University? Consider such factors as: class schedule, office hours, participation in student advisement; participation in departmental, College and University committees; participation in community activities, research activities, and publications.

The Deans should supply each department with a tabulation of the student credit hour productivity for several recent semesters for each full time member of the department and for the department total of full-time plus adjunct and part-time faculty. They should also be given, for comparison, the student credit hour production average for all full-time faculty for the University and for all persons including adjuncts for the University as a whole.

All of the data requested are to be included in the candidates' retention folders and thereby available to the candidates and department retention committees.