



Affiliate Contract Renewal Process Checklist

- ___ 1. Unit Head appoints one tenure-track faculty member to chair all AEGs for a given year.
- ___ 2. Each candidate chooses another tenure-track faculty member for their AEG.
- ___ 3. (Optional) Unit Head may appoint a third tenure-track faculty member for the AEG.
- ___ 4. Foundations Committee, course coordinators, or AEG members conduct two class visits (semester prior to or semester of evaluation).
- ___ 5. AEG chair and Unit Head develop a timeline for process (typically winter; can be fall).
- ___ 6. Candidate provides portfolio to Unit Head.
- ___ 7. Unit Head shares portfolio with all tenure-track and affiliate faculty.
- ___ 8. AEG invites comments from tenure-track and affiliate faculty.
- ___ 9. AEG writes draft summary report and recommendation, shares with Unit Head and candidate.
- ___ 10. Candidate meets with Unit Head and AEG representative, unless meeting waived in writing.
- ___ 11. Candidate and/or AEG member selected by candidate may submit dissents to the AEG report.
- ___ 12. AEG chair finalizes report and recommendation, shares with Unit Head and candidate.
- ___ 13. Unit Head may request another meeting with the candidate.
- ___ 14. Unit Head makes a recommendation to the Dean, submits final report and all dissents.