



Faculty member being reviewed: _____

Unit responsible for review: _____

Date faculty member began employment at GVSU: _____

If faculty member came to GVSU with years toward tenure, promotion, or sabbatical, or a negotiated extra review, please note:

Semester/Year of Each Expected Review (Includes contract renewal, tenure, promotion, sabbatical):

1. Contract renewal: _____

2. Tenure: _____

3. Promotion: _____

4. Sabbatical: _____

Unit-Level Personnel Committee Membership:

- The number of voting members of the unit in which tenure resides should be exceeded by at least one faculty member from the outside.
- Faculty outside the unit who serve on this committee should have teaching and/or scholarly expertise related to the faculty member under review; that expertise should be evident
- Committee members serve through the candidate's tenure/promotion review.
- In addition to reading all materials in the personnel files, external members may observe classroom teaching
- If a committee member is on sabbatical or other leave during the time of a review, a substitute should be found as expeditiously as possible, and normally by the semester before the candidate is up for review.

<u>NAME</u>	<u>Internal/External/Expertise</u>	<u>Home Unit & College</u>	<u>Year Eligible for Sabbatical</u>

Signature of faculty member: _____

Signature of Unit Head: _____

Signature of Dean: _____

The Brooks College Dean's Office will send email notification of service to external members' unit heads and, if applicable, their deans.

Original copy to be retained by dean's office, with copies sent to unit and faculty member.