INSTRUCTIONAL MEMO FOR PROBATIONARY COUNSELING FACULTY UNDERGOING
FIRST YEAR ABBREVIATED REVIEW

The University Policy for Reappointment, Tenure and promotion (AAP 010.001) outlines the evaluation process to be followed in the review of all probationary faculty.

In accordance with University policy, tenure-track faculty must be reviewed each year during their probationary period. Tenure-track faculty who are not undergoing a Full Review for Reappointment, Tenure, and/or Promotion must undergo an Abbreviated Review. An Abbreviated Review shall be evaluated by the Department RTP Committee and by the Dean Equivalent (Director of Student Health & Psychological Services) for strengths and weaknesses of the faculty member's plan, focusing on (1) Counseling and Training, (2) Scholarship/Research, Professional and Creative Activities, and (3) University and Community Service, with specific recommendations, including recommendations for improvement, if necessary. However, unlike the Full RTP Review for Reappointment, Tenure and Promotion, the Abbreviated Review does not include a recommendation for any personnel action. The documentation submitted by candidates completing an Abbreviated Review shall include a Professional Plan (not to exceed five pages, double-spaced) as well as a Self-Assessment (not to exceed five pages, double-spaced). Additional supporting information or materials that address activities may be submitted. All candidates are required to submit their documents via Interfolio. By submitting the Professional Plan and Self-Assessment electronically, faculty undergoing RTP grant permission to evaluators to access and review their file. After completion of the review process, the Professional Plan and Self-Assessment will be retained in the Personnel Action File (PAF).

Please be aware that faculty are responsible for keeping a copy of any documents submitted.

Guidelines for Abbreviated Review
Professional Plan (not to exceed 5 pages, double-spaced)
Each candidate must submit a Professional Plan for review by RTP evaluators. It shall address what the faculty member expects to accomplish in the three Standards specified for Counseling Faculty prior to consideration for tenure. The candidate's Professional Plan, initially submitted during the first probationary year review, shall be incorporated into the SIF in the subsequent year with any updates, revisions or modifications as needed, based upon the candidate's increased professional expertise and upon increased experience and familiarity with the university's student population and needs.

1. Indicate Name, Department, Cycle, and Academic Year.
2. Address both immediate and longer-term visions, goals & objectives.
3. Utilize the following headings in your plan:
   a. Vision, theoretical assumptions and foundations, as well as practical assumptions or guidelines, for your professional work at this university.
   b. Specific professional plan, detailing goals and objectives for future.
      Standard 1: Counseling and Training
      Standard 2: Scholarship/Research, Professional, and Creative Activities
      Standard 3: University and Community Service

Self-Assessment (not to exceed five pages, double-spaced)
The Self-Assessment should document what has been accomplished during the period under review. Comment and/or reflect upon each of the three Standards for Counseling Faculty.
1. Standard 1: Counseling and Training.

    a. Include Date of Hire, Date of Licensure and copy of License issued by Board of Psychology, or date of anticipated licensure.

    b. Comment and/or reflect on counseling and training performance since date of appointment to tenure-track position.

2. Standard 2: Scholarship/Research, Professional, and Creative Activities
   a. Comment and/or reflect on scholarship/research, professional, and creative activities since date of appointment to tenure-track position.
3. Standard 3: University and Community Service.
   a. Comment and/or reflect on university and community service since date of appointment to tenure-track position.