

INSTRUCTIONAL MEMO FOR PROBATIONARY COUNSELING FACULTY UNDERGOING  
**CYCLE III ABBREVIATED REVIEW (3<sup>RD</sup>, 4<sup>TH</sup>, or 5<sup>TH</sup> YEAR)**

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 Professional Plan and Brief Written Report, 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.

Faculty who received a two-year appointment in the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> year will undergo an Abbreviated Review, and shall submit a Professional Plan (not to exceed five pages, double-spaced) as well as a Brief Written Report (five to ten pages, double-spaced). 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 Brief Written Report will be retained in the Personnel Action File (PAF).

By September 15<sup>th</sup> of each year, candidates will receive a PDF from Student Psychological Services containing the cumulative results of the previous academic year's Psychological Counseling Services Evaluation (PCSE) forms. It is the candidate's responsibility to upload this PDF into Interfolio. Your evaluators will be reviewing this information as well as any materials concerning appointment, previous RTP recommendations and decisions, and other leaves, honors and awards.

*Optional: Faculty may include any new information or materials that address activities since their most recent full review.*

Faculty are responsible for keeping a copy of any documents submitted for review.

### Guidelines for Abbreviated Review

#### **Professional Plan** (not to exceed 5 pages, double-spaced)

An updated Professional Plan shall address what the faculty member expects to accomplish in the three Standards specified for Counseling Faculty in order to gain tenure. The candidate's Professional Plan, initially submitted during the first probationary year review, shall be submitted each year with subsequent 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 short-term (next 6 – 8 months) and longer-term (next 2 – 4 years) vision, 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

#### **Brief Written Report** (five to ten pages, double-spaced)

The Brief Written Report should document what has been accomplished since the last full review in a concise format and demonstrate continuity with that full review's vision, goals and objectives as well as any appropriate modifications. Comment and/or reflect upon each of the three Standards for Counseling Faculty. The Brief Written Report **does not** require the extensive supporting documentation as would be contained in a Full Review documentation for an SIF.

1. Standard 1: Counseling and Training.
  - a. Provide reflections and evidence per the goals and objectives described in your plan.
  - b. Include Date of Hire, Date of Licensure and copy of License issued by Board of Psychology.
  - c. List CEUs taken during period of review to maintain CA licensure.
  - d. (optional) Discuss client ratings of counseling effectiveness, as indicated in the PDF Summary of PCSE forms provided by Student Psychological Services (SPS) for period under review.
  - e. (optional) Discuss results of Peer Review of Charts received from SPS. Respond to positive and negative feedback received. Provide plan or comment on any previous plan for remediation.
2. Standard 2: Scholarship/Research, Professional, and Creative Activities
  - a. Provide reflection and evidence per the goals and objectives described in your plan.
3. Standard 3: University and Community Service.
  - a. Provide reflection and evidence per the goals and objectives described in your plan.