

Name of Process:	Continuing Track Faculty Renewals		
Created By:	Office of the Provost Staff	Last Updated By:	K. Sanford
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Related Policies and Procedures:	Faculty Handbook 4.1.6 Faculty and Staff Hiring Process (published by the Office of the Provost)		
Process Purpose:	This process outlines the mechanism by which approvals are sought to renew continuing track faculty appointments, and how these approvals are subsequently communicated to the colleges and faculty.		
Process Definitions:	Continuing Track Faculty: faculty members of the University of Delaware employed on continuing renewable contracts.		

1. Individuals appointed as continuing track faculty will have a probationary period as follows:
 - a. Individuals hired on or before December 31, 2023 will have a six-year probationary period comprised of three successive two-year appointments.
 - i. In the second and fourth year, a full peer review will be conducted, with decision to renew the appointments residing with the dean of the college.
 - ii. In the sixth year, a full peer review will be conducted, and a recommendation to renew the appointment will be made by the chair/director and dean, with the decision to renew residing with the provost.
 - iii. In the eighth year, a review will be conducted by the department chair/director and dean, with decision to renew the appointments residing with the dean of the college.
 - iv. In the thirteenth year, a full peer review will be conducted, and a recommendation to renew the appointment will be made by the chair/director and dean, with the decision to renew residing with the provost.
 - b. Individuals hired on or after January 1, 2024 will have a six-year probationary period comprised of two successive three-year appointments.
 - i. In the third year, a full peer review will be conducted, with decision to renew the appointments residing with the dean of the college.
 - ii. In the sixth year, a full peer review will be conducted, and a recommendation to renew the appointment will be made by the chair/director and dean, with the decision to renew residing with the provost.
 - iii. In the eighth year, a review will be conducted by the department chair/director and dean, with decision to renew the appointments residing

with the dean of the college.

- iv. In the thirteenth year, a full peer review will be conducted, and a recommendation to renew the appointment will be made by the chair/director and dean, with the decision to renew residing with the provost.
2. Upon completion of the peer review, the report should be immediately shared with the candidate.
 3. In the sixth and thirteenth year, final approval by the provost is required. To secure this approval, the dean must forward the peer review and chair review reports, along with the dean's recommendation via the Google form found on the Office of the Provost website.
 4. The Vice Provost for Faculty reviews and approves the request.
 5. The Provost reviews and approves the request.
 6. Approval of the provost will be communicated directly to the dean of the college via email. Colleges will follow their own internal processes to prepare renewal appointment letters.