As a reminder, by September 15 each year, UA policy requires you to complete the following:

1. Make sure that each ==newly appointed== **Tenured, Tenure-Track and Non-Tenure Track** faculty member has been provided with the following:

Memorandum addressed to new faculty members *following* the **APS 1405.10A** format. (==Note:== Please edit/adapt your memo as needed for your department to also include department-specific and/or faculty-specific information. For your convenience, I have provided the items listed on the APS 1405.10A template below with the *proper* weblinks or attachments as indicated and when possible, important college-related information. **Please use the web links provided for you below**, and do not rely on the weblinks in the online APS 1405.10A template which have not been updated since 2014, and many of those do not work. The following information is applicable to both T/TT and NTT faculty, with the exception of the differentiation of content noted in item C below.)

A. Board Policy 405.1
https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/405.1-Appts-Promotion-Tenure-etc.pdf (revised 3/29/18)

B. Evaluative Criteria Procedures and General Standards for Initial Appointment, Successive Appointments, Annual and Post-tenure Review, Promotion and Tenure
http://provost.uark.edu/policies/140511.php (revised 4/29/20)

C. **Tenured/Tenure-Track Faculty Only:** University Professorship and Distinguished Professorship information online at
https://provost.uark.edu/policies/140513.php

Non-Tenure Track Faculty Only:
Initial and Successive Appointments, Evaluation and Promotion of Non-Tenure Track Faculty; Merit-Based Appointments in Excess of One Year:
https://provost.uark.edu/policies/1405111.php

D. A description of the Committee on Appointment, Promotion, and Tenure at the Governance website under Faculty Senate Committees: https://facultysenate.uark.edu/Committees/index.php

E. Copy of the Fulbright College Personnel document

F. Copy of your most up-to-date departmental personnel document*

*Let me know if you need a copy of your department's most recently reviewed/approved personnel document, signed by the Dean.

G. Faculty Review Checklist: https://provost.uark.edu/policies/facultyreviewchecklist.6.12.23.docx (revised 6/12/23)

H. Copy of the Fulbright College Working Schedule for the current academic year

I. Faculty Grievance Procedure
http://provost.uark.edu/policies/faculty-grievance-procedure.pdf

J. Academic Policy 1405.101 Schedule of Deadlines and Notifications for Tenured, Tenure-Track Faculty and Non Tenure-Track Faculty: Appointment, Promotion, and Tenure Decisions
http://provost.uark.edu/policies/1405101.php

K. Any other criteria, procedures, instruments, or forms that will be used in assessing the faculty member's work and to be enclosed herewith or made available online.

(For example, utilizing FIS (formerly Digital Measures) to upload teaching, research, service updates for use in annual review process, and any other specific departmental requirements.)

Chairs: please let your new faculty members know that the UA Evaluative Criteria APS document 1405.11 is one of *the most* important and informative documents we have, and they will benefit greatly from becoming very familiar with it.

2. Please email Donna Draper ddraper@uark.edu that #1 has been done for all *new* Tenured or Tenure-Track faculty or to indicate you have no new T/TT faculty.

3. Please email Donna Draper ddraper@uark.edu that #1 has been done for all *new* Non-Tenure Track faculty or to indicate that you have no new NTT faculty.