



## Faculty Request for Optional Fourth Year Review

**Instructions:** It is the responsibility of the faculty member to complete, obtain all required signatures, and submit this form to the Office of Provost and Vice President for Academic Affairs by **September 1**. If you have questions regarding this form, call Faculty Affairs at (661) 654-3403.

Faculty Name: \_\_\_\_\_

Department: \_\_\_\_\_

School: \_\_\_\_\_

*In accordance with Faculty Handbook section 305.4.1a, performance reviews are required of faculty for purposes of retention, the award of tenure, and promotion. All faculty will undergo performance reviews in years 1, 2, 3, 5, and 6 of their probationary period. At any level of the 3<sup>rd</sup> year review, a request for a full review during the 4<sup>th</sup> year may be made as part of that review. **The probationary faculty member may ask for a full review during the fourth year.***

I request a full review during my fourth probationary year.

\_\_\_\_\_  
Faculty Member's signature

\_\_\_\_\_  
Date

### Signatures Required:

\_\_\_\_\_  
Department Chair's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Dean's signature

\_\_\_\_\_  
Date