

## **Procedures for Electronic Processing of “Annual Report and Recommendations on Non-Tenured Faculty” (R&R) Forms**

1. The Department Office should prepare the form electronically using Microsoft Word; the current version of the form is maintained by the Arts and Sciences Dean’s office at the website: <http://casinternal.syr.edu>.
2. If there is a departmental report, this should also be attached to the form.
3. When the Chair and the untenured faculty member meet to discuss the Department’s report, the faculty member should be advised that s/he can add remarks. If the faculty member chooses to do so, these should be added to the electronic form directly by the faculty member or transcribed to the form by a Department administrator.
4. When the form is finalized, the chair and the faculty member should each sign a paper copy of the form. The paper copy should be filed in the Department’s file for that faculty member.
5. The Department office should then email the finalized PDF to the Office of the Senior Associate Dean [srassocdeancas@syr.edu](mailto:srassocdeancas@syr.edu). Please be sure the form includes the signature of the Department Chair and the non-tenured faculty member.
6. The Dean will review the form, add any appropriate remarks, and forward the document electronically to the Vice-Chancellor’s office. The Dean’s remarks are not normally shared with the Chair or the untenured faculty member.