Academic Professionals - Probationary Term

Each newly-appointed academic professional will serve a four-year probationary period. If at any of the academic professional's annual reviews during the probationary period a decision is made that the individual's performance does not meet expectations, the dean or dean's designee may recommend that the academic professional be given a terminal letter of appointment. Notice of the intention not to reappoint an academic professional shall be given in writing in accord with the following calendar:

a. First probationary year

1. If the term of the appointment corresponds to the normal academic year calendar, no later than March 1 of the first year of probationary service.

2. If the term of the appointment does not correspond to the normal academic year calendar, at least three months in advance of the scheduled end of the appointment.

b. Second and third probationary years

1. If the term of the appointment corresponds to the normal academic year calendar, no later than December 15 of the second or third year of probationary service.

2. If the term of the appointment does not correspond to the normal academic year calendar, at least six months in advance of the scheduled end of the second or third year appointment.

c. Review (fourth) year
1. During the fourth year of consecutive full-time service at Baylor, the performance of and need for the academic professional will be formally reviewed. The review will be initiated by a designee of the dean of the academic unit, in consultation with that dean. The academic professional will submit to the dean's designee a letter explaining why he or she should be awarded a continuing appointment, along with a notebook containing relevant supporting documentation. The administrator will solicit and receive comments from those individuals who are in a position to assess the academic professional's performance.

2. By November 15, the dean's designee will submit a recommendation to the Dean either that the academic professional be given notice that his or her appointment will terminate at the end of the current appointment or that he or she has successfully completed the probationary period and will be awarded a continuing appointment. The Dean will then promptly submit a recommendation to the Provost and Vice President for Academic Affairs, who will, in turn, communicate a recommendation to the President.

3. Following consultation with the Provost and Vice President for Academic Affairs and the relevant dean, the President shall make the decision regarding whether the academic professional will be given notice that his or her appointment will not be renewed or that he or she will be awarded a three-year continuing appointment beginning with the academic professional's fifth year of service. The President will communicate this decision in writing to the academic professional by December 15 of the fourth probationary year.

*Note that this text is taken directly from Baylor University Personnel Policy 718 "Academic Professionals." Always check the actual policy for the most up-to-date information.