Post-Tenure Guidelines

SCHOOL OF HOTEL, RESTAURANT AND TOURISM MANAGEMENT

POST-TENURE REVIEW PROCEDURES

I. General Procedures and Calendar

- These procedures are in compliance with the post-tenure review regulations established in the University *Faculty Manual*. If any question should arise between the procedures outlined in this document and the regulations given provided in the University *Faculty Manual*, the University *Faculty Manual* will take precedence. The College post-tenure review calendar will follow the calendar established by the Office of the Provost.

II. Faculty Eligibility for Post-Tenure Review

Each tenured faculty member, regardless of rank and including those in administrative positions, will be reviewed every six years with the following exceptions:

- Faculty members who have been promoted to the rank of professor or associate professor or reviewed and retained in connection with a chaired professorship during the previous five years.
- Faculty members scheduled for review who notify the dean in writing that they will retire within three years of their scheduled post-tenure review. This three-year period begins at the start of the academic year in which the post-tenure review would have taken place.
- Faculty members who fail to submit a file for review within the timeframe for submission will automatically be considered as having notified the dean, by default, of their intention to retire or sever their relationship with the college/university within three years of the start of their scheduled review year.
- A notice from the dean to the faculty members scheduled for review will initiate the post-tenure review process. This notice will be given no later than March 1 of the academic year prior to the academic year the review is to take place. If a faculty member normally scheduled for post-tenure review is excluded from post-tenure review due to being in one of the excluded categories listed above, the review schedule of other faculty members will not be changed.

III. Annual Performance Review

- The post-tenure review will serve as the annual performance evaluation for that year for the faculty member.

IV. The Post-Tenure Review Committee

- Membership of the School Post-Tenure Review Committee (hereafter referred to as the Committee) will consist of all tenured full professors on the School Tenure and Promotion Committee, acting as a sub-committee of the School Tenure and Promotion Committee. Tenured faculty members scheduled for post-tenure review will not participate in their own review, but will participate in review of other faculty members scheduled for post-tenure review. The chair of the Post-Tenure Review Committee will be the chair of the School Tenure and Promotion Committee. If the chair of the School Tenure and Promotion Committee is being evaluated for post-tenure review, then the Committee will elect a new chair for that year.

V. File Documentation

- The faculty member who is being reviewed will submit a post-tenure review file to the Committee. While the faculty member being reviewed may include any documentation he/she believes to be pertinent, the faculty member must include the following material in the file.

A. Teaching
- A listing of all courses taught in the current and previous five years.
- A numerical and descriptive summary of the student course evaluations for each of the courses listed where an evaluation was required. A designated member of the Tenure & Promotion Committee will construct the summary document based on the data provided.
- A copy of at least one peer teaching review conducted in accordance with the College's policy.

B. Research
- A listing and relevant copies of all scholarly activities conducted during the current and previous five years. Scholarly activities are defined as those listed in the School's Tenure and Promotion Criteria, under section III., heading A. Research.

C. Service
- A listing of service activities conducted during the current and previous five years. Service activities are defined as those listed in the School's Tenure and Promotion Criteria, under section III., heading C. Service.

D. Annual Evaluations
- Copies of all annual performance evaluations conducted by the HRTM School Director in the previous five years or since the last post-tenure review.

E. Sabbatical Reports
- A copy of the official report of sabbatical activities if sabbatical leave was taken during the review period.

F.Statement of Future Goals
- An outline of goals for the future as they relate to teaching, research and service.

G. Current Vita

VI. Committee Procedures

A. When necessary, the chair of the Committee will ensure that internal peer reviews of the faculty member's teaching and external reviews of research are conducted in a timely manner. Refereed publications may be considered as having been peer-reviewed outside the unit. After review and discussion of the faculty member's file, each Committee member will complete a written evaluation ballot. The ballot will allow for rating the faculty member's performance as unsatisfactory, satisfactory or superior in each of four categories: teaching, research, service, and overall performance. Each category rating will require a written justification.

B. For the purposes of post-tenure review, performance ratings will be defined as follows:

- 'Superior performance' in any given evaluation area means performance that meets or exceeds a rating of 'excellent' as noted in the School's Tenure and Promotion document.
- 'Satisfactory performance' in any given evaluation area means performance that meets a rating of 'good' or 'fair' as noted in the School's Tenure and Promotion document.
- 'Unsatisfactory performance' in any given evaluation area means performance that meets a rating of 'unsatisfactory' as noted in the School's Tenure and Promotion document.

C. In a meeting of the Committee, the chair will collect the performance evaluation forms (Ballots) from the Committee members and tally the ratings in each evaluation area defined above in VI. B. **When a tie rating occurs within a given category, the tie will be resolved in favor of the lesser rating.**

VII. Guidelines for Faculty Hired Prior to January 1, 1995

- In no event shall any change in tenure and promotion regulations be made retroactive for faculty hired before January 1, 1995, unless the faculty member chooses otherwise. (The Faculty Manual, June 2000, p. 19) Therefore, for these faculty, the criteria used for post-tenure review shall be those in effect at the time of their hire, unless the faculty member chooses otherwise.
- Faculty members hired into the tenure track after January 1, 1995, shall be responsible for meeting the unit's post-tenure criteria in effect at the time of their review.