

Subject: Post Tenure Review  
Policy Number: P60  
Date: April 25, 2003  
Revised:: December 15, 2008

## POLICY:

In compliance with University policy, the faculty of the School follows the following plan for post tenure review.

## PROCEDURE:

Each tenured faculty member will undergo a post-tenure review every six years. One-sixth of the tenured faculty will be reviewed each year. The order of review will be determined by a faculty member's decision year for tenure, beginning with those tenured earliest.

The only exceptions to this schedule shall be faculty who notify the Director that they will be retiring within three years of their review date, faculty who have been promoted in the last six years, faculty who have been named to administrative position in the last six years, and faculty holding named professorships or chairs that are subject to periodic review.

(Faculty promoted within the last six years shall be reviewed six years from their date of promotion, while faculty named to an administrative position shall be reviewed six years from their appointment to such positions.)

### A. Timing of Reviews

A faculty member undergoing post-tenure review shall assemble the following materials and forward them to the Director by the spring deadline for annual performance reviews:

- A. Annual performance reviews for the last six years/the most recent being the one for the year in which the post-tenure review takes place. Materials should include the Director's evaluations and those of the Tenure and Promotion Committee for each year/student and peer evaluations of teaching, and evidence of scholarship.
- B. A brief (two to three pages) summary statement of growth and accomplishments during the six-year period being reviewed.

### B. Outside Review of Materials

The Director shall determine whether or not materials in the file require external review. An external reviewer must be someone who is not a member of the unit/but may be a faculty member in another unit at the University or someone outside the University. The following are examples of items that will not require additional

external review because they already have been subjected to such review- professional or scholarly refereed publications/ textbooks/ and creative works that have won top awards. Other scholarship/creative work will be judged individually to determine if external review is required.

- C. Ratings shall be consistent with the School's Tenure and Promotion Policy in accordance with the faculty member's rank.
- D. Standards used to evaluate faculty shall be consistent with the School's Tenure and Promotion Policy.

#### E. PROCEDURES FOR UNSATISFACTORY REVIEWS

A faculty member who receives an unsatisfactory review will be asked to participate in a development plan to improve his or her performance. The nature of the development plan will be determined jointly by the Dean and the faculty member. One or more tenured colleagues shall be involved in the mentoring of the individual. At the next annual review, the Dean and the mentor or development committee will make an assessment of the progress of the faculty member. That assessment will be forwarded to the Select Tenure and Promotion Committee, which will review the evaluation and concur or dissent, in general or in any particular. The committee's response will be forwarded to the Dean and copies provided to the Dean and copies provided to the faculty member. The Dean will make the final determination as to whether or not further measures may be needed.

A faculty member who receives an unsatisfactory review and disagrees with the evaluation or any aspect of the recommendations and/or does not agree to a development plan may appeal to the unit Select Tenure and Promotion Committee. The findings of the select committee/ together with its recommendations for action and a statement by the faculty member/will be forwarded to the Dean for a final decision.