

5.3.5 Post-Tenure Review Policy

Faculty in each department are charged with developing and implementing a plan for peer review of each tenured faculty member in the unit. The review should address the quality of the faculty member's performance in accordance with all position responsibility statements (PRSs) in effect during the period of the review in the areas of teaching, research/creative activities, extension/professional practice, and institutional service. If applicable, the review should also discuss the effectiveness of part-time appointments. The review shall include an overall recommendation of the performance (superior, meeting expectations, or below expectations) and result in acknowledgement of contributions and suggestions for future development of the faculty member. A faculty member's performance must be superior in all aspects of their PRS in order to receive a superior performance recommendation. A faculty member may receive a below expectations review if their performance in any aspect of PRS is below expectations.

5.3.5.1 Post-Tenure Review Timeline

Post-tenure review of each tenured faculty on full-time or part-time appointment will occur under the following guidelines:

- At least every seven years.
- At the faculty member's request (but at least 5 years from last review).
- During the year following two consecutive unsatisfactory annual reviews.

Faculty members are exempted from their scheduled post-tenure review if: 1) they are being reviewed for higher rank during the same year, 2) they are within one year of announced retirement or are on phased retirement, or 3) they are faculty members who serve as department chair or whose title contains the term president, provost, or dean.

5.3.5.2 Post-Tenure Review Outcomes

Based on the outcomes of the post-tenure review, the following actions will be taken:

- A "superior" post-tenure review recommendation is accompanied by a recommendation for a salary increase of a fixed amount for those at the rank of professor. The amount of the increase is determined annually by the administration, in consultation with the faculty senate, and will be a negotiated ratio of that year's promotional increase. This increase is separate from, and in addition to, the merit increase. Associate professors receiving a "superior" recommendation will be encouraged to prepare a promotion packet. Regardless of rank, a "superior" post-tenure review recommendation will still include recommendations for future development.
- A "meeting expectations" post-tenure review recommendation will include recommendations for achieving a superior performance evaluation. If a "meeting expectations" post-tenure review recommendation includes a determination of "below expectations" performance in any PRS area, then the faculty member will work with the department chair and the chair of the review committee to develop a detailed action plan

for performance improvement in those areas. The action plan will be signed by all three parties. If agreement on the proposed action plan cannot be reached, the action plan will be negotiated following the procedures outlined for PRS mediation (Section 5.1.1.5.1 of the Faculty Handbook).

- A "below expectations" post-tenure review recommendation will include specific recommendations for achieving an acceptable performance evaluation. The faculty member will work with department chair and the chair of the review committee to develop a detailed action plan for performance improvement in areas deemed below expectations. The action plan will be signed by all three parties. If agreement on the proposed action plan cannot be reached, the action plan will be negotiated following the procedures outlined for PRS mediation (Section 5.1.1.5.1 of the Faculty Handbook). Failure to have the performance improvement plan in place by the time of the next academic year's annual performance review may result in a charge of unacceptable performance as defined in the Faculty Conduct Policy (Section 7.2.2.5.1 of the Faculty Handbook).

5.3.5.3 Role of the Department Chair

The department chair will take the following actions regarding post-tenure review:

- Review the post-tenure review report submitted.
- Discuss the post-tenure review report and its recommendations with the reviewed faculty member.
- Work with the reviewed faculty member and the chair of the review committee to develop the action plan for improving performance for those faculty who received a below expectations recommendation.
- Add their own recommendation to the dean concerning the recommended salary increase for professors who received a superior recommendation.
- Forward post-tenure review materials to college.

5.3.5.4 Role of the Dean

The dean will take the following actions regarding post-tenure review:

- Review post-tenure review reports and recommendations submitted for consistency and thoroughness.
- Accept or reject recommendations for salary increases. If the college rejects a recommendation for a salary increase, the reasons for rejection must be sent in writing to the reviewed faculty member and copied to the department chair and the chair of the review committee.
- Forward post-tenure review materials to the Office of the Executive Vice President and Provost.

5.3.5.5 Role of the Provost

The provost will take the following actions regarding post-tenure review:

- Review post-tenure review reports and recommendations submitted for consistency and thoroughness.
- Accept or reject recommendations for salary increases. If the provost rejects a recommendation for a salary increase, the reasons for rejection must be sent in writing to the reviewed faculty member and copied to the dean, the department chair, and the chair of the review committee. If the provost approves a recommendation for a salary increase that was rejected by the college, the reasons will be sent in writing to the reviewed faculty member and copied to the dean, the department chair, and the chair of the review committee.

5.3.5.6 Post-Tenure Review Guiding Principles

Post-tenure review does not change the university's commitment to academic freedom, nor the circumstances under which tenured faculty can be dismissed from the university. Grounds for dismissal for adequate cause remain those listed in the Faculty Handbook under [Section 7 Faculty Conduct Policy](#).

The departmental policy for post-tenure review should designate the following:

- the review participants

In a case where the membership of the Review Committee does not represent all scholarly areas of the department (i.e., Creative Writing, Speech Communication, Literature, Rhetoric and Professional Communication, Teacher Education, and TESL/Applied Linguistics) a temporary Review Committee member will be selected by the Review Committee Chair in consultation with the Department Chair, who will make the appointment. The temporary member will serve only for the review of the individual from her/his area.

- review procedures and timelines

Post-tenure performance reviews will be conducted by the entire Review Committee. Faculty under review will submit their materials to the Review Committee by the first Monday in September. The Review Committee will discuss the materials and each member will cast a written vote on each area of performance (teaching, scholarship, service, and professional practice, if appropriate) using the following categories: superior, meeting expectations, or not meeting expectations. After further deliberation, Review Committee members will be given the opportunity to change their votes. A subcommittee of the Review Committee will then write a review report that will be forwarded to the Department Chair and to the faculty member reviewed. A report with a “meeting expectations” evaluation will include recommendations for achieving a superior performance evaluation; a report with a “below expectations” evaluation will include specific recommendations for achieving an acceptable performance evaluation. After the departmental review report is complete, the candidate, a member of the review committee, and

the Department Chair will meet to discuss the recommendations. The department will be complete all post-tenure reviews by the end of fall semester. Tenured faculty may appeal to the Department Chair any judgments made by the Review Committee.

materials to be reviewed

See defh p.30-33.

- mechanisms for the faculty member to respond

See above: Tenured faculty may appeal to the Department Chair any judgments made by the Review Committee.

If an action plan is necessary, it must include at least the following three parts: 1) the justification for the plan, 2) a specific timetable for evaluation of acceptable progress on the plan, and 3) a description of possible consequences for not meeting expectations by the time of that evaluation.

The departmental post-tenure review policy shall be reviewed, approved, and revised by the department in accordance with the departmental, collegiate, and university governance approval process.

Approved by Faculty Senate (March 23, 1999).

Approved by Faculty Vote (April 30, 1999).

Approved by Board of Regents (June 16, 1999).

Approved by Faculty Senate (May 4, 2010); by president and provost (May 24, 2010).

Approved by Faculty Senate (April 5, 2011); by president and provost (April 7, 2011).