

Post Tenure Review

The following document summarizes section 4.7 in the Faculty Handbook. All participants in the PTR process should read that section in its entirety prior to undergoing or performing PTR.

Timeline

Each tenured member of the faculty will be subject to a comprehensive, cumulative review on a regular basis, no less frequently than every five years. A review undertaken to decide on promotion qualifies as such a review.

Any academic year during which a tenured faculty member is on leave for more than 25 class days or receives a total teaching-load reduction of more than six hours will not count for the post-tenure review five-year cycle unless the faculty member requests in writing to the departmental chair that it be counted. Such a request must be made within one calendar year following the end of the leave or course reduction.

The PTR committee

A post-tenure review committee composed of three tenured faculty will be elected by a vote of the tenured faculty in the department. Members serve staggered, non-renewable, three-year terms.

Focus of the review

This comprehensive review shall provide for the evaluation of all aspects of professional performance: teaching, and/or research, and/or service.

Required documentation

1. The faculty member will provide a one-page summary of accomplishments over the previous five years and a current vita.
2. The department chair will provide copies of the faculty member's annual performance reviews for the previous five years, and a copy of the faculty member's five year plan.
3. Faculty who wish to be considered for graduate faculty membership renewal should also include a letter requesting membership and highlighting teaching, scholarship, and service directly related to graduate education.

PTR committee responsibilities

The PTR committee provides to the faculty member and the chair a one page summary of its evaluation, designating the faculty member's performance as "exceeds expectations," "meets expectations," or "does not meet expectations." The PTR committee's feedback should include recognition for exemplary performance if applicable. The summary with designations shall be provided to the faculty member and chair within 15 working days, barring extenuating circumstances, of receiving the materials.

Chair responsibilities

The chair shall provide a written copy of his/her evaluative review to the faculty member within 15 working days, barring extenuating circumstances, from the time that the department chair receives the review committee's summary. The chair shall forward the candidate's material, the post-tenure committee summary and recommendation, his/her recommendation, and faculty response, if any, to the dean within this same time period.

Faculty right of response

A written response to the post-tenure review committee's evaluation may be submitted to the department chair within 10 working days, barring extenuating circumstances, after receipt of the committee's evaluation, and will not be shared with the post-tenure review committee. A written response to the chair's review may be submitted to the

dean within five working days, barring extenuating circumstances, after receipt of the chair's review and will not be shared with the chair.

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