

Understanding Post Tenure Review

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**Office of Faculty Professional Development
Office of the Vice Provost for Faculty**

Presenters

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3.3.9.1 Post Tenure Review: Key Policy Points

- Designed to further career development of tenured faculty
- Intended to enhance and protect the guarantees of tenure and academic freedom
- Conducted by a committee of faculty peers, with input from others
- Focuses on both retrospective review and prospective growth
- **Possible Outcomes:**
 - Successful review = Next review in 5 years
 - Unsuccessful review = **Performance Improvement Plan (PIP)**
- **Timing:** Every 5 years after award of tenure, unless interrupted by a review for promotion to higher rank, academic leadership promotion, or other reasons
 - Early PTR: A tenured faculty member can undergo PTR early, resetting the schedule if successful and resuming the original schedule if unsuccessful
- **Criteria:** Evaluation addresses teaching, scholarship/creative activities, service, and **student success activities** – as appropriate for the faculty member’s workload
- **Implementation:** All PTR committees/administrators are to *“utilize discretion to the benefit of the faculty member for the first couple of years given the change in expectations.”*

3.3.9.1 Post Tenure Review: Faculty Member

Faculty member prepares a PTR package containing:

- Cover sheet and copy of approved, individualized evaluation criteria (if applicable)
- Current CV
- Statement (up to 5 pages, addressing goals from past PTRs, if applicable)
- Teaching evaluations, using Institute format (since last evaluation)
- **Annual performance evaluations** (for past 5 years, including any responses)
- If desired, rebuttal to the Chair's assessment letter

3.3.9.1 Post Tenure Review: PTR Committee

Committee Composition

- **Elected by secret ballot vote** of the unit's tenured faculty; unit's FAC conducts and is final arbiter of the election
- At least 3 tenured academic faculty members from the primary appointment unit
- For joint appointments, at least 1 member must be from the non-primary unit, but the majority of members must be from the primary unit
- School Chair cannot be a member of the PTR committee
- Committee may review all cases or if approved by a majority vote of the unit faculty, a subcommittee of at least 3 of the elected members may review a PTR case

Faculty Member to be Reviewed Can

- Provide input on the committee/subcommittee
- Select a member to be an advocate
- Remove 1 person without cause
- Request the removal of any other member in the case of a documented conflict or issue; the members of the committee determines whether to honor this request

3.3.9.1 Post Tenure Review: Chair/Supervisor

- **Formulates individualized review criteria, after consultation with the faculty member, when deviation from the usual evaluative criteria is necessary because of the faculty member's assigned job duties**
 - This understanding between the chair and the faculty member must be reached and confirmed in writing prior to the faculty member submitting the PTR package
 - If there is no agreement on the criteria, the faculty member may request a hearing by the PTR committee, who's decision is final
- **Writes a letter summarizing the faculty member's performance based upon the agreed criteria**
 - Content must be supported by the faculty member's annual evaluations and rebuttals
 - Includes a detailed assessment of the faculty member's goals for the next 5 years
 - **Appends the annual performance evaluations, and any rebuttals, for the years under consideration to letter**

3.3.9.1 Post Tenure Review: Steps

1. Faculty member prepares and submits their PTR package
2. School chair prepares a written summary/assessment based on agreed criteria
3. Chair provides summary letter to faculty member for review and possible rebuttal
4. Chair delivers complete package – including PTR package prepared by faculty member, Chair's summary/assessment letter, faculty member's rebuttal to summary/assessment letter (if applicable), annual performance reviews, and annual performance review rebuttals (if applicable) – to unit PTR committee
5. Unit PTR committee examines submitted materials and assesses faculty member's performance for past 5 years and goals for next 5 years; unit PTR committee provides written assessment (successful or unsuccessful)
6. Unit PTR committee submits package to Chair with their committee report, any supporting documentation, and the Chair's summary/assessment
7. Chair forwards package to the Dean for review and communication of results to the faculty member

3.3.9.1 Post Tenure Review: PIP

The Performance Improvement Plan (PIP) is used to address deficiencies identified in an unsuccessful PTR.

- Faculty member and Chair co-develop a formal PIP in consultation with unit PTR committee, designed to address deficiencies identified by committee
- PIP must contain:
 - Clearly defined goals or outcomes
 - Outline of activities to be undertaken
 - Timetable
 - Available resources and support
 - Expectations for improvement
 - Monitoring strategy
- PIP's goals must be reasonable, achievable in the timeframe, and reflect the essential duties of the faculty member
- Faculty member and Chair meet formally twice during each of the fall and spring semesters to review progress, document additional needs/resources, and planned accomplishments for upcoming time period
- Unit PTR committee reviews the faculty member's progress at the end of the year; after considering PTR committee's review, the Chair and Dean determine if the faculty member has remediated the identified deficiencies and successfully completed the PIP

The background of the slide is a faded, light-colored photograph of a large, multi-story brick building with many windows. In the foreground, several people are walking on a paved path that leads towards the building. The overall tone is warm and professional.

Questions?

Thank you!