Post-tenure Review Policy 2.15
Original Implementation: February 2024

INTRODUCTION

According to university HOP 02-316 Performance Evaluation of Faculty, tenured faculty with less than 0.5 FTE administrative appointment will undergo a comprehensive performance evaluation every sixth year after receiving tenure, returning to a faculty position following an administrative assignment, or after a previous comprehensive performance evaluation (including promotion or successful completion of a plan for assisted faculty development). Failure to submit a post-tenure review portfolio automatically leads to a plan for assisted development. The post-tenure review clock is suspended for faculty holding administrative positions within the academic unit (e.g., academic unit heads) or holding at least a 0.5 FTE administrative position. Post-tenure review is due in the sixth year upon return to a faculty position of greater than 0.5 FTE.

Each tenured faculty member will be reviewed by the tenured faculty in his/her academic unit, the academic unit head and the dean. Academic unit review committees must be comprised of a minimum of three tenured faculty members. In academic units with three or fewer tenured faculty, the dean of the college, in consultation with the academic unit head, will appoint tenured faculty members from other academic units. The review committee will provide the faculty member being evaluated the opportunity to meet with the committee. A simple majority of the voting faculty within an academic unit will determine the tenured faculty committee recommendation that the faculty member meets or does not meet the unit standards.

The comprehensive performance evaluation will be conducted in accordance with processes outlined in SFA HOP 02-316 Performance Evaluation of Faculty and the procedures of the College of Sciences and Mathematics. In addition to other documentation that may be required by academic units, the performance review will make use of annual administrative evaluations of the faculty activities and performance for the five most recent years. Academic unit heads and the dean may consider other pertinent information during the review process. In the College of Sciences and Mathematics the rating system will include two levels—satisfactory/meets expectations and unsatisfactory/does not meet expectations. Should the reviewed faculty member be deemed as not meeting standards at the academic unit or dean’s level, then he/she will be subject to the procedures outlined in the plan for assisted development (PAD) as described in SFA HOP 02-316 Performance Evaluation of Faculty.

PORTFOLIO

Faculty subject to post-tenure review are required to submit a portfolio that documents they have satisfied all requirements of the comprehensive performance evaluation.
The portfolio for post-tenure review must follow the guidelines in SFA HOP 02-316 Performance Evaluation of Faculty as well as the College of Sciences and Mathematics Post-Tenure Review Procedures. The portfolio must contain a succinct, relevant, substantive and cumulative record of a candidate’s performance for the evaluation period that demonstrates how the candidate meets or exceeds the established standards in each of the critical areas – teaching, research/scholarly/creative accomplishment, and service. Each of these critical areas must be evaluated and rated separately and must include criteria addressing collegiality; an overall comprehensive performance evaluation rating must also be provided. Portfolio materials are to be submitted through the university’s online portal by the due dates outlined within the Post Tenure Online Workflow for the current academic year. The materials must comply with all format and size limitations given in these procedures. Candidates must include the following information:

- **Unit Criteria**: A copy of the unit criteria governing post-tenure.
- **College Procedures**: A copy of the CoSM Post-Tenure Review Procedures.
- **University Policies**: Copies of the relevant university policies governing post-tenure review.
- **Complete Curriculum Vitae (CV)**: This document covers the candidate’s entire career.
- **Annual Performance Reports (FARs)**: Include a single Faculty Activity Report that covers the period since the last comprehensive evaluation.
- **Administrative Evaluations**: Include all administrative evaluations for the most recent five years. All evaluations should include appropriate signatures.
- **Narrative Justification for Post-Tenure Review**: The faculty member’s narrative justification is a single pdf document highlighting the accomplishments of the faculty member during the review period relative to unit criteria in each of the three critical areas of teaching, research/scholarly/creative accomplishment, and service. Note that references to specific grants and publications must include clarity regarding status and roles (e.g., dates, dollar amount, funding source/status, PI/Co-PI). Within each of these three critical areas, the faculty member’s narrative must address collegiality specific to the area. The faculty member must comply with all specified format and size limitations for the College of Sciences and Mathematics to clearly summarize the evidence and make his or her case for meeting post-tenure review expectations. The narrative is limited to a maximum of five pages in 12 pt. Times New Roman font or an equivalent size in similar font (reference attached template), and pages must have margins of at least one inch.
- **Course Evaluations Report**: Within the critical area of teaching, the faculty member will submit all student evaluations for courses taught during the period of review. These evaluations will be submitted as a single pdf document and must include a brief reflection on student responses in course evaluations. This reflection is limited to a maximum of one page.
- **Documentation**: This file is a collection of artifacts that validates claims in the Narrative Justification for Post-Tenure Review and should include documentation of teaching effectiveness, research/scholarly/creative accomplishment, university related service,
contributions to the profession, and general community service related to the profession. Documentation must include student evaluations as required by relevant university, college and unit policies as well as support for justification of collegiality. These artifacts must be cross-referenced to the narrative; that is, there should be no artifact included as documentation that is not specifically and individually (not by category) referenced in the candidate’s narrative. Documentation that is in addition to what is included in the CV or FAR will be submitted separately as a single pdf file. If information is sufficiently detailed in a faculty member’s CV or FAR, the faculty member may reference that information in the narrative to avoid unnecessary duplication; however, faculty must cite specific locations within those documents rather than simply directing reviewers to the CV or FAR.

EXPECTED PERFORMANCE

Consistent with Faculty Workload HOP (02-312) faculty members are expected to engage in research/scholarly/creative and service activities at levels that are appropriate to their rank and tenure/merit criteria as defined in their departmental Promotion/Tenure Policy. The fundamental responsibilities of faculty members as teachers and scholars include maintaining competence in their fields and professional behavior in the classroom and public arenas (see Academic Freedom and Responsibility HOP (02-303).

To demonstrate this high level of sustained performance all tenured faculty with teaching assignments in the DeWitt School of Nursing are expected to maintain a level of excellence in teaching on an annual basis. In addition, all tenured associate professors are expected to maintain a level of excellence in at least one of the areas of research/scholarly/creative or service activities over any consecutive five-year period, and tenured full professors are expected to maintain a level of excellence in each of the areas of research/scholarly/creative and service activities over any consecutive five-year period. Annual performance in each of these two areas must be at least at the satisfactory level during any annual evaluation period. Tenured faculty are also expected to maintain graduate faculty status.

When recognizing a candidate for excellent, meritorious or satisfactory attributes in the categories of Teaching, Scholarship, and Service, refer to the DeWitt School of Nursing Tenure and Promotion Policy 2.14 for the specific evaluation criteria.
ACADEMIC UNIT COMMITTEE RECOMMENDATION ON POST-TENURE

Candidate: ________________________________

Candidate Rank: ________________________________

Academic Unit: ________________________________

Academic Unit Evaluation:

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<thead>
<tr>
<th>Component</th>
<th>Satisfactory/Meets Expectations</th>
<th>Unsatisfactory/ Does Not Meet Expectations</th>
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<tbody>
<tr>
<td>Teaching (including collegiality)</td>
<td></td>
<td></td>
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<tr>
<td>Research/Scholarly/ Creative Accomplishment (including collegiality)</td>
<td></td>
<td></td>
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<tr>
<td>Service (including collegiality)</td>
<td></td>
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<tr>
<td>Overall</td>
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**Summary Report:** *(Include comments that support committee recommendation and that document faculty member’s adherence to college and university policy and procedures, including requirements related to collegiality. If the recommendation of the committee is not unanimous, this summary report should reflect both the majority and minority opinions.)*
Academic Unit Committee Members:

Chair:

___________________________     ___________________________  
Printed Name                Signature                      Date

Members:

___________________________     ___________________________  
Printed Name                Signature                      Date

___________________________     ___________________________  
Printed Name                Signature                      Date

___________________________     ___________________________  
Printed Name                Signature                      Date

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