

SCHOOL OF HUMAN ENVIRONMENTAL SCIENCES
Guidelines for Post-Tenure Review

Approved by the HES Faculty Assembly, May 7, 2008

Definition

The definition of Post-Tenure Review (PTR) according to the UNCG “Policy on Post-Tenure Review,” (approved by the UNCG board of Trustees and the UNC Board of Governors, Sept. 1998) is “a comprehensive, formal periodic evaluation of cumulative faculty performance, the prime purpose of which is to ensure faculty development and to promote faculty vitality.”

Policy

Post-Tenure Review (PTR) is required of all tenured faculty. Building on annual reviews, PTR is a cumulative evaluation of faculty performance in the areas of teaching, research, and service. (An additional category - directed professional activity – may be used as a fourth category of evaluation if appropriate to the candidate under review.). Each HES department is encouraged to have a department-level post-tenure review policy, or agree to use the UNCG and HES policies as the department policy.

The cumulative review shall take place no less frequently than every five years and must provide for the evaluation of all aspects of faculty performance during this period relative to the mission of the department and the School. Reviews of faculty will be the responsibility of the department chair, although the review must involve peers.

The PTR policy respects the basic principles of academic freedom and must not abrogate, in any way, the criteria and procedures for due process and for dismissal or other disciplinary action established in accordance with the UNCG *Handbook for Faculty* and Chapter VI of *The Code* of the University of North Carolina.

Selection of Faculty Members to be Reviewed

Faculty who are tenured must complete a cumulative Post-Tenure Review every five years. This review is normally completed in the spring semester of the fifth year. If a tenured member of the faculty is promoted to a higher rank prior to the completion of a Post-Tenure Review at the lower rank, a new five year period will begin the academic year following his/her promotion to the higher rank. After a faculty member’s initial cumulative review, subsequent reviews will normally occur every five years.

Before the first semester of the academic year is completed when the faculty member is scheduled for review, department chairs may request from the dean exemptions from,

substitutions, or additions of faculty members to be reviewed. (Reasons for exemptions may include leave of absence or research assignment during the year of cumulative review, or impending retirement; reasons for substitution or addition may include the fact that an individual faculty member has requested the review, or that a recommendation for promotion to the rank of professor is already under preparation for a particular individual, thus making it highly convenient to do cumulative review in the same year.)

Consistent with the UNCG Post-Tenure Review policy, the dean, associate deans, and department chairs in HES must also complete annual and cumulative post-tenure reviews. Yearly and cumulative reviews of department chairs and the associate deans will be conducted by the dean. Reviews of the dean are conducted by the provost. As is the case for tenured full-time teaching faculty, the cumulative review must take place in the fifth year of the appointment.

The Post-Tenure Review Process

The Post-Tenure Review shall rely on the following documents: 1) annual reviews; 2) peer review; and 3) cumulative review (which include both a summary of the five annual reviews and a statement from the peer review committee).

The responsibility for developing criteria and procedures for evaluation of tenured faculty performances rests with each department. The criteria must consider individual faculty profiles and special contributions as well as the faculty member's accomplishments in the areas of teaching, research, and service. In those cases where a faculty member holds the distinction of "excellence" professor or "distinguished" professor, an evaluation on how the faculty member has met those expectations will be conducted separately, and will be considered in addition to the faculty member's performance in the areas of teaching, research, and service.

Steps in the Post-Tenure Review Process

- A. Annual Reviews. The UNCG Report Form (or the equivalent report form used by the department) shall be used to record each annual review. Faculty members must complete this report form, including a written summary of objectives and accomplishments; the faculty member may also submit supporting materials in accordance with departmental guidelines. In cases of disagreement between the department chair and the faculty member on objectives and accomplishments, the chair shall provide a faculty member with a written statement of the chair's specific reasons for disagreeing with any or all of the objectives and accomplishments; this statement will then become a part of the faculty member's review file.

At the end of the academic year, a report prepared by the department chair and signed by the faculty member, will state whether the faculty member's overall performance for the year is satisfactory or unsatisfactory. This report will

summarize the faculty member's performance with specific recommendations for rewards or improvement, as appropriate.

- B. Cumulative Review. The cumulative review prepared by the department chair summarizes the annual reports of a faculty member's progression of work and occurs at least once every five years. The cumulative review, which incorporates the annual review for the year in which the cumulative review takes place, should include a summary evaluation of all aspects of the professional performance of a faculty member in the areas of teaching, research, service (and, directed professional activity, where applicable). Significant peer review is required and is considered a significant component of this cumulative review. Guidance on the definition of significant peer review is presented below.

A written report of the results of the peer review must be prepared by the review committee and transmitted to the department chairperson. Disagreements between the department chair and the peer review committee on the content of the cumulative review report will be reported to the dean.

Significant Peer Review. Significant peer review is defined, by the UNCG PTR Guidelines, as involving a committee composed of three or more tenured departmental faculty. The department chair shall not serve as a member of this committee. The committee is charged with conducting a full cumulative review. The composition of the committee should be determined at the departmental level. In cases where a department does not have three tenured faculty members, the department chairperson, in consultation with the candidate and the dean, will appoint a sufficient number of tenured members from other departments in the School to meet the requirement of a minimum of three tenured faculty.

The department chair (after review with the peer review committee) must evaluate the cumulative review and decide into which category each faculty member is placed (i.e. satisfactory or unsatisfactory) based on the faculty member's overall performance in the areas of teaching, research, and service (and, directed professional activity, where applicable). If the review committee's decision is not unanimous, any dissenting member of the review committee must include a letter of dissent, to be made available to the faculty member and kept in his/her file. The process should take into account the objectives that each faculty member has agreed to at the beginning of each year and the evaluation of how those objectives have been met. Faculty members may provide the review committee with further documentation in support of their teaching, research, and service, if they so wish. Further, any dissenting letters or faculty response letters from prior years in the current five-year cycle should be included in the review file.

An unsatisfactory cumulative review can only occur if there have been at least two unsatisfactory annual reviews in the current PTR cycle.

In cases of an unsatisfactory cumulative review, the following procedures must be

implemented:

- 1) The department chair shall complete a statement declaring that the faculty member has received a cumulative post-tenure review that is deemed “unsatisfactory.” This statement will address each of the relevant areas of performance and will state the specific reasons why the faculty member has been given an unsatisfactory cumulative review. A copy of this statement shall be forwarded to the faculty member, dean, and peer evaluators. The department chair, in consultation with the dean, peer evaluators and the individual faculty member, shall draft a plan with specific steps, specified resources as appropriate, and a time line for reasonable improvement, allowing a maximum of three years.
- 2) According to UNCG’s *Regulation of Academic Freedom, Tenure and Due Process*, in those PTR evaluations where a faculty member’s performance is found deficient and where discharge or the imposition of serious sanctions is recommended, the faculty member may request review by the Committee on Due Process, in accordance with Section 7 of these Regulations.
- 3) Also, if a faculty member seeks to grieve any other element related to a PTR evaluation, the faculty member must first meet with the department chair. If the matter is not resolved through this process, the faculty member must next meet with the dean. Request for these meetings shall be granted and held forthwith, within five days after receiving the request, if possible. If, after following these procedures, the matter is still not resolved, the faculty member may appeal to the Faculty Grievance Committee in accordance with its policies and procedures.

Timetable

December	Faculty named for PTR
End of Fall semester	Peer Review Committee named
End of Spring semester	Peer Review Committee recommendation due to department chair
Mid-May	Department chairs’ recommendations due to dean
End of May	Dean’s statement due to the provost regarding outcomes of PTR in the School

5/7/08