Understanding Post Tenure Review

6 November 2023
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Office of the Vice Provost for Faculty
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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
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
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
Questions?

Thank you!