

Periodic Performance Evaluation of Tenured Faculty

The purpose of this policy is to provide for the periodic evaluation of tenured faculty as set forth in HOP. A discussion of the guidelines and procedures for post tenure review are identified in HOP Sect 3.3.6

Process and Timetable for Post-Tenure Decisions

Process

1. The Provost's office will provide a list of all faculty scheduled for Post-Tenure review to the Dean of the college for dissemination to the Department Chairs.
2. The guidelines in section 3.3.6 of the Handbook of Operating Procedures will be followed.

Timetable

1. September 1 xx. Each Department Chair will notify their faculty members who are scheduled for post-tenure review and direct them to the guidelines.
2. September 1 xx + 1 (i.e., the following year). Candidates for post-tenure review will submit materials to the Chair of their department.
3. September 15. Department Chairs forward supporting materials and recommendations to college tenure and promotion committee.
4. October 15. The college tenure and promotion committee submits the supporting materials and their recommendations to the Dean.
5. November 1. The Dean forwards the recommendation to the Provost.

Post-Tenure Dossier Format

Each post-tenure dossier will consist of one standard, three-ring black binder with a spine no thicker than one inch. The applicant's name and the action (Post-Tenure Review) must be clearly indicated on both the front cover and the spine of the binder.

The faculty member shall submit:

- curriculum vita
- all six Annual Evaluation reports (inclusive of the sixth year review)
- a summative report of student evaluations of teaching over the entire 6 year period
- a summary statement of professional accomplishments

The faculty may provide:

- a summative report of any peer observation of teaching over the entire 6 year period
- any additional materials the faculty member wants considered, such as a statement of professional goals and/or a proposed professional development plan.

RECOMMENDATION FORM FOR POST-TENURE REVIEW

Faculty Member Name _____

College _____

Department _____

Present Rank or Title _____

ACTION OF COLLEGE	Exceeds Expectations	Meets Expectations	Does Not Meet	Unsatisfactory	Signature & Date
	Check one box below				
DEPARTMENT CHAIR					
Comments:					
CBT P&T COMMITTEE					
Comments:					
DEAN					
Comments:					