

*Approved by Faculty Senate April 8, 2021  
Approved by Trustees May 19, 2021*



**WEBER STATE UNIVERSITY**  
Lindquist College of Arts & Humanities

**Dated guidelines and processes for faculty members undergoing Post-Tenure Review and Professor Performance Compensation Plan (PCP) application in the same year.**

*A faculty member may be eligible for a maximum of two PCP awards during their career at Weber State University.*

<b>To occur by:</b>	(Please note: dates will be adjusted for weekends and holidays.)
Sept 8	The department chair or dean will notify the faculty member of the upcoming post-tenure review or PCP application.
Sept 22	The deadline for a faculty member to initiate, in writing, a request for Post -Tenure Review and PCP evaluation.
Sept 29	Deadline for the department chair and faculty member to jointly select a three-member team for department peer evaluations (required of the post-tenure process).
Nov 15	The faculty member under review receives the findings (in writing) of the department peer evaluation. The results of department peer evaluations shall be placed in the candidates' professional files with a Chair's Letter and any other materials the dean deems appropriate.
Monday after Thanksgiving	The faculty member under review will submit an updated CV on Canvas to their department chair and college dean.

<p>Second Tuesday of the spring semester</p>	<p>For PCP eligibility, the chair and dean complete their reviews and inform the candidates, in writing, of their recommendations and place a copy in the candidates' files. The dean notifies the provost of the recommendations. The provost will make the final determination of the PCP award.</p>
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Post-Tenure Review (Policy and Procedures Manual, Section 8-11)

and

Professor Performance Compensation Plan (PCP)

Post Tenure Review Purpose and Procedures

The post-tenure review shall be based on criteria separately defined from the award of tenure with the following intent:

1. Demonstrating the tenured faculty member's growth and development in the discipline;
2. Communicating to the faculty member specific areas in need of improvement related to performance in scholarship, teaching, and service, and
3. Enhancing each individual's future productivity.

After tenure is granted, faculty will be evaluated every five years, or more often at the discretion of the department chair, the dean, or at the faculty member's request. Each college tenure document shall specify procedures to administer a review of each tenured faculty member's work in a manner and frequency consistent with institutional and professional accreditation standards. The criteria for such review shall include multiple indices and be discipline and role-specific, as appropriate, to evaluate:

1. Teaching, through responding to student, peer, and administrative assessment;
2. The quantity and quality of scholarly and creative performance and research productivity; and
3. Service to the profession, school, and community through department chair evaluation.

STUDENT EVALUATIONS

In an attempt to chart ongoing teaching performance, student evaluations shall be administered and compiled by an impartial third party. Each tenured faculty member shall have student evaluations administered in at least two courses each year. The two courses to be evaluated will be determined through consultation between each faculty member and their

department chair. Suppose the faculty member and the chair cannot agree on which the students should evaluate two courses. In that case, the choice of courses to be evaluated will be subject to binding arbitration by the dean after consultation with the faculty member and the chair. The chair, the faculty member, and the dean shall see the results of those evaluations. The summaries of these evaluations will be kept on file in the chair and the dean's offices.

**DEPARTMENT PEER EVALUATIONS**

Department peer evaluation involves seeking feedback from informed colleagues to improve the faculty member's teaching practice (formative assessment) and evaluate it (summative assessment). There are many possible components to collegial evaluations, such as observing classroom teaching, evaluating and giving feedback on course design and assessment practices, and reviewing examples of student products. Formative assessment, if done well, can help improve teaching and inform summative decisions.

The team for department peer evaluations will be determined through consultation between each faculty member and their department chair. Faculty members under review are encouraged to submit teaching materials to the review team. The collegial evaluation review for the College of Arts & Humanities will be limited to three pages of comments and observations. The chair, the faculty member, and the dean shall see the results of those evaluations. The summaries of these evaluations will be kept on file in the chair and the dean's offices.

**REMEDIAL ACTIONS BASED ON POST-TENURE REVIEW**

Tenured faculty members are expected to maintain the requirements they fulfilled to earn tenure, as noted by the chart below's channels. Failure to maintain the requirements will result in an "unsatisfactory" rating in Teaching, Scholarly/Creative/Professional activity, or Service.

<b>Channel</b>	<b>Teaching</b>	<b>Scholarly/Creative/ Professional Activity</b>	<b>Service</b>
<b>I</b>	Excellent	Good	Satisfactory
<b>II</b>	Good	Good	Good
<b>III</b>	Excellent	Satisfactory	Good
<b>IV</b>	Good	Excellent	Satisfactory

If, as a result of the post-tenure review process, the faculty member is not found to meet the minimum standards required of a tenured member of their discipline, they are responsible for remediating the deficiencies, and both the University and College are expected to assist through developmental opportunities. The faculty member, the department chair, and the college dean must mutually decide upon a remediation timeline. A faculty member's failure to successfully remediate deficiencies may result in disciplinary action governed by due process according to the standards described in the Policy and Procedures Manual, Sections 9-9 through 9 -16.

### Synchronous Post-Tenure Review and the Performance Compensation Plan (PCP)

*A faculty member may be eligible for a maximum of two PCP awards during their career at Weber State University. Please follow the dated guidelines for the post-tenure review on pages 2-3 of this document.*

1. All tenured faculty who are in at least their fifth year at the rank of professor and who have not undergone a successful Performance Compensation Plan review for at least five years will be eligible to apply.
2. Criteria for earning the Performance Compensation Plan salary increase will mirror university requirements for promotion from associate professor to professor. The faculty member under review-submits a completed updated CV on Canvas to their department chair, which reflects the applicant's professional achievements in the areas of teaching, scholarship, and service during the five years immediately preceding the application.
3. Financial support of the Performance Compensation Plan salary increase will be from money specifically intended to fund the Plan. It will not draw from funds obtained to address annual cost-of-living increases, equity adjustments, or merit increases.
4. Because funding is likely to vary from year to year, and total funds available to support the Performance Compensation Plan in a particular year cannot be anticipated before applications are due, the number of faculty that receive a performance salary increase in a given year will be limited to no more than the number whose applications can be funded. Should there be a more significant number of meritorious applicants than available funding can support, awardees will be randomly chosen from the pool of meritorious applicants for that year. Meritorious applicants that do not receive the Performance Compensation Plan salary increase in the funding cycle for their application due to lack of sufficient funds will receive the salary increase as soon as funding becomes available.

See the WSU Policies and Procedures Manual Section 8-11 for specific requirements related to promotion from associate professor to professor. Below are some suggestions of activities that you may wish to include in your application. College or department tenure documents may also provide guidance on appropriate activities in each area. Please limit your application to activities of the most recent five years.

A faculty member who applies for the PCP, but does not receive a favorable report from the chair or dean, will not naturally be deemed to have passed the post-tenure review.

If the chair and the dean agree that the faculty member meets the requirements for a successful post-tenure review according to the standard criteria, the dean will write a letter to that fact, and the faculty member will be presumed to have passed the post-tenure review. However, a faculty member who may not have received support from the chair and the dean for the PCP may still pass their post-tenure review. In the event that a faculty member does not receive post-tenure support from the chair and the dean, the faculty member will be expected to proactively address areas of concern for a follow-up review by the end of the next academic year.