



## **Post-Tenure Review Policy**

**Revision Approved by Unanimous Goddard Faculty Vote, 8-24-16**

### **INTRODUCTION**

This document outlines the post-tenure review policy to be used by the John B. Goddard School of Business & Economics beginning in the 2013-2014 fiscal year. Post-tenure review is intended to support faculty development and productivity. Post-tenure review considers the professional quality with which tenured faculty perform their duties as members of the Goddard School. This policy does not consider whether a tenured faculty member would meet current standards for the awarding of tenure. The policy is not a dismissal policy and should not be viewed as such. The University's policy on dismissal of a tenured faculty member appears in PPM 8-25 and in PPMs 9-3 through 9-8.

Faculty in the Goddard School are expected to be actively engaged in their profession, to continually work to improve their teaching, to actively produce intellectual contributions, and to provide meaningful service to the university, school, department, community, or profession. Throughout the review process the tenured faculty member undergoing post tenure review shall be presumed to have a rating of satisfactory in all categories; the burden shall be on the review committee to justify the reason(s), if any, why the faculty member should not be rated as satisfactory in any category.

### **TIMING OF REVIEWS**

After being awarded tenure, faculty will undergo post-tenure review every five years. However, at the request of the faculty member, post-tenure review will take place at periods of less than five years. A formal review for promotion will satisfy the requirement of post-tenure review.

### **POST-TENURE REVIEW COMMITTEE**

In years when a department has faculty undergoing post-tenure review, the department will elect a post-tenure review committee. All tenured faculty members are eligible to nominate members to serve on this committee and to vote on committee membership. The committee will have a minimum of three and a maximum of five members. All tenured faculty members from within the department other than the department chair, who are not undergoing a post-tenure review, are eligible to serve on the committee as are

all tenured faculty from outside of the department. The department chair is responsible for overseeing the election and formation of the post-tenure review committee.

## **BASIS FOR DECISIONS**

Prior to February 1<sup>st</sup>, of the year of their post-tenure review, faculty will place a current vita and all annual evaluations conducted by their department chair or dean since their last post-tenure review in their post-tenure review file. It is the responsibility of the department to provide copies of the annual reviews to the faculty under review. Faculty may include comments to their annual evaluations and additional material to their post-tenure review file, but are not required to do so.

## **POST-TENURE REVIEW FILE**

Each tenured faculty member will have a post-tenure review file separate from their professional file and personnel file. This file will be housed in the Office of the Dean and will contain the material submitted by the faculty for their post-tenure review and the recommendations of the post-tenure review committee. Faculty will be able to add items or remove items which they placed into their file at any time.

## **POST-TENURE REVIEW RATINGS**

Based on the criteria included in this document, the post-tenure review committee indicates whether a faculty member is performing satisfactorily in the areas of teaching, scholarly activity, and professionally- and/or administratively-related service. Faculty who undergo post-tenure review will be informed, in writing, of the committee's decisions no later than March 1<sup>st</sup> in the year they undergo review. The chair of the committee will place a copy of the decision in the faculty member's post-tenure review file and forward copies of the decision to the appropriate department chair and academic dean.

## **ACTIONS RESULTING FROM POST-TENURE REVIEW**

Faculty who are given a rating of satisfactory in teaching, scholarship, and service will undergo additional post-tenure review in a period of no greater than five years. Faculty who are given a rating of not-satisfactory in teaching, scholarship or service will undergo post-tenure review in a period of not less than three years. A faculty member who received a rating of not-satisfactory in their most recent post-tenure review can be reviewed at periods of less than three years if requested by the faculty member.

Faculty receiving a not-satisfactory rating will meet with their department chair to find ways to improve performance, and will be provided the opportunity to improve their performance through a wide variety of faculty development activities which may include, but are not limited to, mentoring, sabbaticals, revised teaching schedules, and attendance at conferences. It is the responsibility of the faculty member and the John B. Goddard School of Business & Economics to work cooperatively to improve performance. Faculty who receive two consecutive post-tenure review ratings of not-satisfactory will meet with their dean and department chair to evaluate why development activities have not been

successful and to address methods to resolve performance issues. Two consecutive not-satisfactory post-tenure reviews may trigger reference to and subsequent action in accordance with the policies contained in PPM 8-25 and PPMs 9-3 through 9-8 as outlined in PPMs 9-9 through 9-17.

## **RATINGS**

Faculty undergoing post-tenure review will be evaluated in the categories of Teaching, Scholarship, and Professionally- and/or Administratively-Related Service. Faculty will be given a rating of satisfactory or not-satisfactory in each category. The tenured faculty member shall be presumed to have a rating of satisfactory in all categories; the burden shall be on the review committee to justify the reason(s), if any, why the faculty member should not be rated as satisfactory in any category. A general description of each of these ratings, which shall serve as a guide to the post-tenure review committee, is as follows:

### **Teaching**

A tenured faculty member will be given a rating of satisfactory in Teaching if the faculty member:

- Remains knowledgeable of current developments in all courses taught. This may be demonstrated through scholarly activities, updating course content, experimenting with new pedagogies, or any other manner that demonstrates engagement in the area of teaching.
- Provides course guidance by producing a syllabus with a course outline, learning objectives, and grading policy.
- Meets classes and with individual students through established office hours.
- Participates in departmental and school assessment of learning activities when asked to do so.
- Works to improve teaching effectiveness when deficiencies are noted by students and academic peers.

### **Scholarship**

A tenured faculty member will be given a rating of satisfactory in Scholarship if the faculty member has maintained an active research agenda over the most recent five year period. An active research agenda is demonstrated by remaining current in the field of teaching as evidenced by creating intellectual contributions.

Examples of intellectual contributions include any of the following activities:

- research monographs
- scholarly books or book chapters
- textbooks or textbook chapters
- refereed conference proceedings
- presentations at meetings or at research seminars
- publications in trade journals or in-house journals

- published book reviews
- written cases with instructional material, instructional software, publicly available assessment material or course development material
- successful grant applications
- peer-reviewed journal publications

### **Professionally- and/or Administratively-Related Service**

Professionally- and/or Administratively-Related Service can be broken into three categories: service to the institution, service to the profession, and service to the community. A tenured faculty member need not participate in all three areas, although faculty must participate at some level in service to the institution. Tenured faculty will be given a rating of satisfactory by meaningful participation in the areas described below:

- Service to the institution encompasses service at all three administrative levels: department, school, and university. It includes, but is not limited to, membership and active participation on university, school, or departmental committees; mentoring students; and other non-continuing assigned university, school, or departmental activities. Service rendered at the various administrative levels will be accorded equal consideration.
- Service to the community may be demonstrated by speech making in the area of the candidate's expertise, membership on boards, consulting, popular publications, and participation in professional seminars or workshops.
- Service to the profession may include activities such as acting as a reviewer or editor for scholarly publications, chairing or acting as a discussant in scholarly meetings, membership on thesis or dissertation committees, or any other activities that contribute to the profession.

### **ALTERNATIVE PROCEDURE FOR COMPLETING POST-TENURE REVIEW**

In 2014-15, WSU created a program called the Performance Compensation Plan (PCP). This plan allows faculty who have held the rank of full professor for at least a specified threshold of years to apply for a permanent raise.

The application process requires that faculty provide a detailed report of their teaching, scholarship and service over the most recent five years. In order for the faculty member to be eligible for the raise, the faculty member's record must be sufficient so that the faculty member would again earn promotion to full professor. The department chair and dean evaluate that record and write letters indicating whether it would qualify the faculty GSBE

Post-Tenure Review Policy for promotion to professor. The provost makes the final decision on which university faculty are awarded raises.

Faculty who apply for the PCP shall be considered to have passed their five-year post tenure review if the chair and the dean both state in their letters that the faculty member has met the standard for the raise.

Faculty who apply for PCP but do not receive positive reviews from the chair and/or dean will not automatically be deemed to have undergone a post-tenure review. However, 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 indicating that fact, and the faculty member will be deemed to have passed a post-tenure review.

Even if the chair and/or dean do not support the PCP application, the faculty member will be deemed to meet the post-tenure review standards if the provost awards him/her a PCP.

The lack of support regarding post-tenure review from the chair and/or dean shall not be deemed a failure of the faculty member to pass a post-tenure review. Instead, those faculty who do not receive post-tenure review support from the chair and dean will undergo reviews at their designated times according to the other sections of this post-tenure review document. If the designated year of review is the current academic year, the post-tenure review must occur before the end of that academic year.