

**APPENDIX**  
**POLICY ON POST-TENURE REVIEW**  
**COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES**

**Adopted December 5, 2013**  
**WEBER STATE UNIVERSITY**

**I. PREAMBLE**

This post-tenure review document has been designed to aid in the review of faculty after earning tenure in the departments within the College of Social and Behavioral Sciences (COSBS). After earning tenure, faculty shall be reviewed every five years for the duration of their careers. The post-tenure review is not a re-adjudication of tenure, but an assessment only of performance during the previous five years of employment. The review shall follow the guidelines as specified in WSU PPM 8-11, Section II (Evaluation of Faculty Members, Post-Tenure Review) and Regents Policy R481 (Academic Freedom, Professional Responsibility, Tenure, Termination, and Post-Tenure Review). The post-tenure review uses a process for evaluating faculty performance that differs from that used for the granting of tenure. This process recognizes the academic independence earned by the faculty member. Throughout the review process, the tenured faculty member undergoing post-tenure review shall be presumed to have ratings that are either at or above Good in teaching and Satisfactory in service and scholarship; the burden shall be on the reviewers, based on the evidence provided by the tenured faculty member, to justify the reason(s), if any, as to why the faculty member should be given a lower rating in any category.

The post-tenure review evaluates faculty in all areas of their professional activity including teaching, scholarship, service, and adherence to professional ethics. Post-tenure comes with expectations that faculty remain engaged and productive members of their disciplines and of the greater university community. In the area of service, tenured faculty are expected to be engaged department, college, university, and community citizens who use their knowledge and experience to provide leadership, to serve meaningfully on committees, to mentor colleagues, and to engage with their professional peers and with the broader public. These expectations can best be summarized with the term “good campus and community citizenship.” In addition, tenured faculty members are expected to teach well and remain actively engaged in scholarship relevant to their disciplines and areas of specialization. This policy recognizes that tenure is a necessary and vital guarantee of intellectual freedom. Tenure also functions as an investment in the future of the institution and in the common good that the institution serves. The post-tenure review process acts as a measure of the success of this investment.

## **II. INSTRUCTIONS TO THE REVIEWERS AND FACULTY UNDER REVIEW**

Post-tenure review shall be based on the COSBS or Departmental Annual Reviews and the faculty member's short narrative summary. The initial post-tenure review will occur five years after the faculty member has received tenure, with subsequent reviews occurring every five years thereafter and covering only the five-year period since the previous post-tenure review. For the review, the faculty member will (1) assemble his or her Annual Reviews from the preceding five years, (2) append a cover sheet (see Attachment 1), and (3) include the short narrative summary. The summary should address teaching, scholarship and service achievements. For the purposes of the post-tenure review, the faculty member must meet the requirements for a Satisfactory rating for scholarship, and service and a Good rating for teaching as specified in PPM 8-11, Section IV.1 (Descriptions and Clarifications of Ratings).

All faculty members subject to post-tenure review shall be notified by the Dean by September 15 of the calendar year of the scheduled review as per the timetable outlined in Section IV below. In the fall semester following the fifth anniversary of the original award of tenure or promotion to Full Professor, and every five years thereafter, the faculty member will submit the above documentation to his or her reviewing party and schedule a formal review. The review will follow the timetable outlined in Section IV below. Tenured faculty will fall into one of three categories:

**1. Tenured but not fully promoted.** The faculty member will meet with his or her department Chair for the formal review. In lieu of a review by his or her Chair, the faculty member may choose, at his or her discretion, to be reviewed by the College Ranking Tenure Evaluation Committee. Once the review is completed, the department Chair or college committee Chair will forward the results to the Dean for oversight of the review process. A faculty member who undergoes review for promotion to Full Professor during the fifth academic year of his or her post-tenure review cycle is exempt from undergoing a separate post-tenure review for that cycle. The ratings for the promotion review will substitute for the compilation of the previous five Annual Reviews. Even if a faculty member does not meet a channel for promotion, the ratings could still indicate a positive post-tenure review, using the criteria described above. If a faculty member undergoes review for promotion to Full Professor during a year in which he or she is not scheduled for a post-tenure review, that process will nevertheless be equivalent to a post-tenure review, and the faculty member's five-year post-tenure review cycle will begin anew.

**2. Tenured and fully promoted.** The faculty member will meet with his or her department Chair for the formal review. In lieu of a review by his or her Chair, the faculty member may choose, at his or her discretion, to be reviewed by the College Ranking Tenure Evaluation Committee. Once the review is completed, the department Chair or college committee Chair will forward the results to the Dean for oversight of the review process.

**3. Tenured department Chairs, Associate Deans, and Assistant Deans.** The department Chair/Associate Dean/Assistant Dean will meet with the Dean for the formal review. In lieu of a review by the Dean, the department Chair/Associate Dean/Assistant Dean may choose, at his or her discretion, to be reviewed by the College Ranking Tenure Evaluation Committee. Once the

review is completed, the Dean or college committee Chair will forward the results to the non-reviewing party (either the Dean or college committee Chair) for oversight of the review process.

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

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

The application process requires that eligible faculty members provide a detailed report of their teaching, scholarship and service over the most recent five academic years. Criteria for the Performance Compensation Plan mirror university requirements for promotion from associate professor to professor. The faculty member's department chair and dean review the application and each makes a recommendation to the provost. The provost makes the final determination of award.

Because the standard for Performance Compensation is higher than that of the post-tenure review, a faculty member who applies for the PCP shall be considered to have passed her/his five-year post-tenure review if the department chair and the dean both make a positive recommendation to the provost. A faculty member who applies for PCP, but does not receive positive reviews from the department chair and/or dean, will not automatically be deemed to have passed a post-tenure review. However, if the department chair and the dean agree that the faculty member meets the requirements for a successful post-tenure review according to the criteria for that process, the dean will write a letter indicating that fact, and the faculty member will be deemed to have passed a post-tenure review. If the department chair and/or dean do not support the PCP application, but the provost awards her/him Performance Compensation, the faculty member will be deemed to have met the post-tenure review standards.

When a faculty member is awarded Performance Compensation, the post-tenure review cycle will be reset to five academic years forward from the academic year of the PCP award. If a faculty member who seeks Performance Compensation does not receive the PCP award based on a review of the application, and not as a result of a shortage of funds for that year, and is not deemed to have satisfied post-tenure review by the department chair and dean as noted in the above paragraph, she/he will undergo post-tenure review at the designated time according to CSBS post-tenure review policy. If a faculty member applies for Performance Compensation during the same academic year as a scheduled post-tenure review and does not receive the PCP award based on a review of the application, and not as a result of a shortage of funds for that year, she/he will be asked to submit required documentation for the post-tenure review to the appropriate reviewing party as specified in the CSBS post-tenure review policy two weeks before the end of that academic year. This delayed post-tenure review will be completed within two weeks of the revised deadline and results will be forwarded to the appropriate non-reviewing party (the dean or the chair of the College Ranking Tenure Evaluation Committee) for oversight of the review process.

### **IV. REMEDIAL ACTIONS**

If the faculty member does not meet the standards of the post-tenure review, he or she is responsible for remedying the deficiencies and both the University and College are expected to assist through developmental opportunities as stated in PPM 8-11, Section II.D. The faculty member will work with his or her department Chair or, in the event that he or she is acting as a department Chair, with the Dean to establish a plan that addresses the deficiencies specified in the unfavorable review. This plan may include consulting with a peer-review committee that is mutually agreeable to the faculty and Chair or Dean, as described in PPM 8-11, Section IV.E.3. The plan must specify what steps should be taken to address the deficiencies to the satisfaction of the Chair or Dean and the faculty member. The plan must follow the timetable outlined in Section IV below, and the Dean must approve the remediation plan. The faculty member under review must provide evidence of progress towards meeting the requirements of the plan and the post-tenure standards. This progress will be monitored each year in the Annual Reviews. A follow-up review, in accordance with the procedures described in Section II above, will occur two fall semesters after the unfavorable review. If the follow-up review determines that progress is not being made, the faculty member will be reviewed by the College Ranking Tenure Evaluation Committee during the subsequent spring semester. The Committee will forward its findings to the Dean, who will make the final recommendation. A favorable review at this stage of the remediation process will satisfy the post-tenure review until the next scheduled review in three years (maintaining the overall five-year rotation). An unfavorable review by the Dean at this stage will be referred to the Provost.

## **V. TIMETABLE FOR POST-TENURE ACTIONS**

The College of Social and Behavioral Sciences Post-Tenure Review will follow the timetable below and should be completed prior to the spring semester. If the faculty member elects to be reviewed by the College Ranking Tenure Evaluating Committee, he or she must notify his or her Chair or Dean by the date noted below.

Post-Tenure Timetable (action must occur by these deadlines):

- |               |  |
|---------------|--|
| September 8:  | The department Chair, in consultation with the Dean, identifies the names of faculty scheduled for post-tenure review.                     |
| September 15: | The Dean notifies faculty members up for post-tenure review.   |
| September 22: | Faculty members wishing to be reviewed by their College Ranking Tenure Evaluating Committee must notify their Chair and Dean by this date. |
| October 15:   | The faculty member must submit his or her materials for review to the appropriate reviewing party.   |
| November 15:  | The faculty member must meet with the reviewing party to undergo a formal review.  |

- November 22: The reviewing party must complete the review and submit to the oversight review party. When the Dean serves as the reviewing party, the oversight review party will be the Chair of the College Ranking Tenure Evaluating Committee. In all other cases, the Dean will serve as the oversight review party.
- December 1: The non-reviewing party must complete his or her oversight review.
- December 7: A meeting must be held between the Chair or Dean and any faculty member receiving an unsatisfactory review in order to work out a plan of action or remediation.
- December 15: The Dean must approve the plan of action or remediation.

## **VI. EFFECTIVE DATE**

This policy on post-tenure review will be effective for all tenured faculty members after the approval of the policy by the Weber State University Faculty Senate.

**ATTACHMENT 1**

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES  
POST-TENURE REVIEW COVER SHEET

Faculty Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Tenure Decision: \_\_\_\_\_

Date of Post-Tenure Interview: \_\_\_\_\_

\_\_\_\_\_ Based on the evidence provided, the faculty member **HAS SATISFIED** the requirements outlined in the College of Social and Behavioral Sciences Post-Tenure Review Policy.

\_\_\_\_\_ Based on the evidence provided the faculty member **HAS NOT SATISFIED** the requirements outlined in the College of Social and Behavioral Sciences Post-Tenure Review Policy. A summary of the reasons why the faculty member has received an unsatisfactory post-tenure review is attached.

College Dean: \_\_\_\_\_

Signature

Date: \_\_\_\_\_

Department Chair or  
College Ranking Tenure  
Committee Chair: \_\_\_\_\_

Signature

Date: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

Signature

Date: \_\_\_\_\_

(Implies acknowledgement, not necessarily agreement)