

APPENDIX

POST-TENURE REVIEW POLICY

1.0 PREAMBLE

This post-tenure review (PTR) document has been designed to aid in the review of tenured faculty in the departments within the College of Social Sciences & Education (CSSE). 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 PPM 8-11 3.0 (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 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 will teach well, remain involved in scholarship relevant to their specialization, and be productive members of their disciplines and the university.

2.0 INSTRUCTIONS FOR POST-TENURE REVIEW

2.1 Committee Composition (PPM 8-11 3.4)

The post-tenure review shall be conducted by a committee of tenured faculty member peers, including at least two individuals appointed either from a different department from the faculty member, a different degree-granting institution, or both. The faculty member under review may offer suggestions for these two (and any additional) individuals on their committee. In addition, the Provost designates the department Chair as their designee who will chair the committee. The department Chair and Dean will consult regarding the committee makeup and make a recommendation to the Provost.

Note: If a department Chair has to undergo post-tenure review, the most senior tenured faculty member in the department will substitute for the Chair.

2.2 Submission of Post-Tenure Documents (PPM 8-11 3.2)

Post-tenure review shall be based on data from the five years prior to the review, and must include the faculty member's CSSE Annual Performance Review, Student Evaluation Data, a Teaching Assessment, Review Recommendations from the Chair and Dean, and any documented evidence related to faculty responsibilities and ethical obligations. The Teaching Assessment can be in the form of a teaching performance assessment by the department Chair or by their PTR committee, at the candidate's discretion.

The faculty member will submit: (1) all Annual Faculty Performance Reviews and Student Evaluation Data; (2) a current curriculum vitae; and (3) an approximately two-page narrative addressing their teaching, scholarship (including intellectual property or creative works), and service achievements. The Dean's Office will be responsible for including the Teaching

Assessment in the candidates file and for communicating to the committee any disciplinary actions, remedial plans, or other documented evidence related to faculty responsibilities and ethical obligations.

2.3 Ratings

A faculty member will be judged as Meeting Expectations by satisfying the following new channel:

Teaching: Good

Scholarship: Satisfactory

Service: Satisfactory

The committee will be guided in their ratings by PPM 8-11 5.8 (Description and Clarification of Ratings) and the CSSE Tenure Policy.

During the review process, the candidate will be presumed to have met expectations. Should the candidate not meet expectations in any of the categories, it is incumbent upon the reviewing entity to justify the reason(s) why a lesser rating was given.

Examples of activities that can be used as evidence of meeting expectations can include (but are not limited to) the items listed under the Teaching, Scholarship, and Service sections in the CSSE Annual Faculty Performance Review form.

3.0 TIMELINE AND POST-TENURE FACULTY CATEGORIES

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 years since the previous post-tenure review. All faculty members subject to post-tenure review shall be notified by the Dean's Office by September 8 of the calendar year of the scheduled review. In the Fall semester following the fifth anniversary of the original award of tenure or promotion to Professor, and every five years thereafter, the faculty member will submit documentation to the reviewing committee and schedule a formal post-tenure review. The review will follow the timetable outlined in Section 6 below.

Tenured faculty will fall into one of three categories:

Tenured but not fully promoted. The faculty member will be reviewed by their post-tenure review committee. Once the review is completed, the committee Chair will forward the results to the Dean for oversight of the review process. A faculty member who undergoes review for promotion to Professor (PPM 8-11 5.3.1.2) during the fifth academic year of the 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 Faculty Performance Reviews. Even if a faculty member does not meet expectations for 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 Professor when 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 reset.

Tenured and fully promoted. The faculty member will be reviewed by their post-tenure review committee. Once the review is completed, the committee Chair will forward the results to the Dean for oversight of the review process.

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 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.

4.0 REMEDIAL ACTIONS (PPM 8-11 3.5)

If the faculty member does not meet the standards of the post-tenure review, that member 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 3.5. The faculty member will work with the department Chair and Dean to create a remediation plan to address deficiencies specified in the unfavorable review. The plan must specify what steps should be taken to address the deficiencies and must follow the timetable outlined in Section 6 below. The faculty member under review must provide evidence of progress toward meeting the requirements of the plan and post-tenure standards. This progress will be monitored each year in the Annual Faculty Performance Review. A follow-up review, in accordance with the procedures described in Section 2 above, will occur two Fall semesters after the unfavorable review. If the follow-up review determines that progress is not being made, the Chair of the post-tenure review 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.

5.0 ALTERNATIVE PROCEDURE FOR COMPLETING POST-TENURE REVIEW

The **Performance Compensation Plan (PCP)** allows tenured faculty members who have held the rank of Professor for at least five years to apply for a permanent raise. Faculty applying for PCP should use the WSU Performance Compensation Plan Application. 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 PCP mirror university requirements for promotion from Associate Professor to Professor, and the faculty member is reviewed by a committee of the same composition as for post-tenure review (see Section 2.1 above). The Chair of the committee will submit a recommendation for PCP to the Dean, who will make a recommendation to the Provost. The Provost makes the final determination of the 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 the five-year post-tenure review if the committee Chair and the Dean both make a positive recommendation to the Provost. A faculty member who applies for PCP during a year in which they are not scheduled for post-tenure review but does not receive positive reviews from the committee Chair and/or Dean, will not automatically be deemed to have passed a post-tenure review. However, if the committee 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 committee Chair and/or Dean do not support the PCP application, but the Provost awards 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 committee Chair and Dean as noted in the above paragraph, that faculty member will undergo post-tenure review at the designated time according to the CSSE post-tenure review policy.

If a faculty member applies for Performance Compensation during the same academic year as a scheduled post-tenure review, they will follow the PCP application process, and their committee will evaluate them according to the standards for both PCP and PTR and note their recommendation concerning each in their evaluation letter.

6.0 TIMETABLE FOR POST-TENURE ACTIONS

The PTR and PCP reviews will follow the timetable below and should be completed prior to the Spring semester. Action must occur by these deadlines:

September 1:	Department Chair, in consultation with the Dean, identifies the names of faculty scheduled for post-tenure review.
September 8:	Chair notifies faculty members up for post-tenure review and asks for recommendations for committee members. Faculty members seeking promotion in rank or PCP notify Chair and Dean's Office of intent to apply.
September 15:	Chair consults with Dean on the composition of the PTR/PCP review committee. Chair consults with the faculty member on the format of the Teaching Assessment and formulates a plan for its submission to Dean.
September 23:	Dean submits PTR/PCP committee members to Provost's Office for approval.

October 1:	Provost appoints PTR/PCP committee.
October 27:	Teaching Assessment submitted to Dean for inclusion in application folder, and to faculty member for the opportunity to respond (if necessary).
November 3:	Faculty undergoing PTR/PCP will have added all required documents from Section 2.2 to their application folder. Applicants for PCP should also submit the Performance Compensation Application. Chair and Dean will ensure that the Teaching Assessment and any disciplinary actions, remedial plans, or documented evidence related to faculty responsibilities or ethical obligations are included in the application folder.
December 10:	Chair will submit separate recommendations for PTR and PCP to Dean's Office.
December 15:	A meeting must be held between the Chair or Dean and any faculty member that has not met the standards of post-tenure review to create a remediation plan to address deficiencies.
January 7:	Dean completes their review and recommendations for PTR/PCP.
January 8:	Chair and Dean discuss any conflicts between the levels of review for PTR/PCP applicants.
January 10:	Dean submits separate Chair and Dean recommendations for PTR/PCP to Provost.
February 5:	Provost completes their review.

7.0 EFFECTIVE DATE

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

ATTACHMENT 1
POST-TENURE REVIEW COVER SHEET
COLLEGE OF SOCIAL SCIENCES & EDUCATION

Faculty Name: _____

Department: _____

Date of Tenure Decision: _____

Date of Post-Tenure Interview: _____

____ Based on the evidence provided, the faculty member HAS SATISFIED and MEETS EXPECTATIONS of the requirements outlined in the College of Social Sciences & Education Post-Tenure Review Policy.

____ Based on the evidence provided the faculty member HAS NOT SATISFIED and DOES NOT MEET EXPECTATIONS of the requirements outlined in the College of Social Sciences & Education 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:

Committee Chair:

Signature

Date:

Faculty Member:

Signature

Date:

(Implies acknowledgement, not necessarily agreement)