POST TENURE EVALUATION PROCESS - See also the HOP 3.7.5

Post Tenure Evaluations are done at 5 year intervals following the initial year of being granted tenure, but may be deferred for one year in circumstances when the review period coincides with approved leave, or with comprehensive review for tenure, promotion or appointment to an endowed position. The departmental process is as follows:

1. Members are elected to the Post Tenure Evaluation Committee (PTEC) by tenure-track and tenured faculty. Each elected member serves a 3 year term.
   a. A list of eligible tenured faculty is generated by the Assistant to the Chair.
   b. The list of faculty is randomized by a statistician and returned to the Assistant to the Chair.
   c. The Assistant to the Chair prepares an election ballot consisting of the first 5 names from the randomized list.
   d. The ballot is distributed to the tenure-track and tenured faculty.
   e. Ballots are returned to the Assistant to the Chair inside of two envelopes with the outer envelope carrying the name of the voting faculty member.
   f. The Assistant to the Chair marks the names off of the list of faculty eligible to vote.
   g. The outer envelopes are removed and thrown away.
   h. The Assistant to the Chair tallies the votes and declares the faculty receiving the most votes.
   i. The Administrator confirms the votes and tallies independently.
   j. The Assistant to the Chair announces the newly elected PTEC members to the Chair.
   k. The Chair contacts the newly elected PTEC members and informs them of election to the Committee.
   l. The faculty member serving their 3rd year on the committee is automatically made chair of the committee. If there are more than 2 faculty serving their 3rd year, the committee elects its own chair from among the members serving their 3rd year.

2. Chair identifies tenured faculty due for post tenure evaluation.

3. Identified faculty are notified of the upcoming review well in advance of the process.

PTEC reviews the CV and the material listed below to assess post-tenure productivity during the last 5 years.

1. Chair provides PTEC with copies of the last 5 years of annual faculty evaluations and/or teaching evaluations
2. Chair provides to PTEC a statement of the faculty member’s Major Responsibilities and an assessment of the level of performance.
3. Faculty member being reviewed provides PTEC with updated eCV
4. Faculty member being reviewed provides PTEC with a statement supporting the fulfillment of major responsibilities with appropriate documentation and any other material they wish to have considered in support of the review

PTEC committee prepares a written report containing a performance rating of 1, 2 or 3 (see below) and a summary of the supporting documentation used to arrive at the rating. The PTEC committee send this report to the faculty member being reviewed two weeks before sending a copy to the Dept. Chair, the Graduate Dean’s Office (The Dean’s Office typically requires this before March 31st), and the Office of Academic Affairs.

All documentation collected for the review is kept maintained as a confidential file in the Dept.

Rating 1 = Performance Satisfactory – faculty performing at a level that is consistent with the expectations of their department.
Rating 2 = Performance Needs Improvement – faculty whose performance is not consistent with the expectations of their department. The faculty member

- may request to PTEC committee,
- must meet with the Dept Chair within 60 days of the date of the review to develop a remedial plan, a copy of which is forwarded to the Dean & the Office for Academic Administration,
- Faculty member will be re-evaluated by the Chair at 12 & 18 mo intervals following the date of the initial PTEC review and by the PTEC 24 months after the date of the initial PTEC review.

Rating 3 = Performance Unsatisfactory – faculty whose performance is not consistent with the expectations of their department and may be considered for termination if good cause exists under the current Regents’ Rules and Regulations.

- may request to meet with PTEC committee,
- The Chair, in consultation with the Dean, will determine the appropriate course of action.

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