

Post-Tenure Review Policy Timeline/Calendar

By September 15 (post-tenure review calendar): The chair of each academic department will maintain and post a three-year post-tenure review calendar that includes the schedule of post-tenure reviews for all tenured faculty. By September 15th each year, the department chair will inform the departmental faculty of the need to conduct a post-tenure review. The chair will make a formal request of the faculty member to prepare a post-tenure review packet. In regard to the post-tenure review of department chairs, the role and functions of the department chair, as described herein, will be performed by the Executive Dean for Academic Affairs (EDAA). (4.4.7.3)

By the end of the Fall Semester (review panels will be formed): The review will be conducted by a panel of five tenured faculty. The currently serving department chair shall not serve on the panel. The department chair will form the panel by a random selection process in the presence of the faculty member according to the following levels of disciplinary proximity: (1) discipline/program (2) department (3) school. The selection process will only extend to the department or school level if there are fewer than five tenured faculty in the discipline/program or in the department, respectively. The department chair will notify the panel members of their selection by the end of the fall semester. (4.4.7.3)

By the first week of classes in the Spring Semester (review packets are submitted): The post-tenure review packet is to be submitted by the faculty member to the chair of the department by the end of the first week of class in the Spring semester in the same academic year as the request. (4.4.7.3)

On or before March 1: The post-tenure review panel will make its decision and issue its report. (4.4.7.3)

No later than April 1: The department chair will meet with the faculty member to discuss the review panel's report. The EDAA may opt to attend the meeting. This is for a *proficient* rating (4.4.7.4), or for a *deficient* rating that is not being appealed but not an *unsatisfactory* overall review (4.4.7.2).

No later than April 1: Should the faculty member choose to appeal the review panel's decision, the faculty member must file the appeal with the Vice President of Academic Affairs (VPAA). [4.4.7.7]

On or before April 15: In the case of a *unsatisfactory* review (i.e. the review panel overall rating is *deficient* and the faculty member received a "less than proficient" overall rating on at least one of the annual evaluations in the three-year period, 4.4.7.2) that is not being appealed, a meeting must be held with the faculty member, Dean of Instruction and department chair to develop a professional development plan. (4.4.7.5)

On or before May 1: The Faculty Appellate Committee for Post-Tenure Review (FAC-PTR) will meet and vote on appeals. (4.4.7.7)

Second Year Post-Tenure Review Process (4.4.7.6)

In October: The first meeting between the faculty member and department chair to discuss the progress on achieving the goals and timelines of the professional development plan.

In November: The second meeting between the faculty member and department chair to discuss the progress on achieving the goals and timelines of the professional development plan.

No later than February 15: The third meeting between the faculty member and department chair to discuss the progress on achieving the goals and timelines of the professional development plan.

On or before March 15: The faculty review panel (if necessary) will complete its review process

Should the faculty member choose to appeal the review panel's findings, the appeal process will operate according to the steps and timeline of Section 4.4.7.7 of this policy.

Key Dates in the PTR Process

- **By September 15**—three-year calendar for PTR is posted by department chairs
- **By the end of Fall Semester**—faculty review panels are formed
- **By the first week of Spring Semester**—review packets are submitted
- **By March 1**—review panels make their decision and issue their report
- **By April 1**—faculty member meets with department chair to review the panel's report
- **By April 1**—faculty may appeal a *deficient* rating
- **By April 15**—faculty meeting with department chair and EDAA (for those receiving an *unsatisfactory* overall review that is not appealed)
- **By May 1**—FAC-PTR will meet and vote on appeals