

English Department Post-Tenure Review Procedures

Adopted November 20, 2013

The Department of English will conduct post-tenure comprehensive reviews of faculty in accordance with the campus Policy on Periodic Evaluation of Faculty Performance. All tenured associate and full professors and all lecturers with job security will be reviewed over a five-year period.

1. The Chair will determine a faculty member's eligibility for post-tenure review on the basis of the following: years since the last review for promotion and/or tenure, and date of the initial appointment (for recent hires).
2. Each year, a portion of the faculty from the eligible ranks (lecturer with job security, tenured associate professor, and full professor) will be reviewed.
3. Post-tenure review will be a joint effort by the faculty member, the Chair, and the Post-Tenure Review Committee, which shall be comprised of the elected, tenured members of the Salary Committee and the Personnel Committee. The Post-Tenure Review Committee shall select a chair from its membership.
4. The chair of the Post-Tenure Review Committee shall be responsible for the equitable distribution of the committee's work among its membership and for the timely reporting of its assessments.
5. In each academic year, the post-tenure review of eligible faculty shall be completed by February 1.
6. By October 1, a faculty member participating in post-tenure review shall prepare a brief statement (one page), covering the preceding five years, of his/her accomplishments and activities in the following areas: teaching, advising, and other educational activities; research, scholarship, and creative activities; service to the University, state, nation, professional community, or other organization. The statement shall include the faculty member's plans for future professional development.
7. The Post-Tenure Review Committee will conduct its review on the basis of a portfolio that includes the faculty member's statement; a current signed and dated curriculum vitae; Faculty Activity Reports (FAR) for the past five years; teaching evaluations (and peer observation reports, if desired) for the past five years; and scores reported from the Salary Committee in the areas of teaching, scholarship, and service in its annual (periodic) reviews for the past five years. Individual publications should not be submitted.
8. In the fall semester, the Post-Tenure Review Committee shall convene to review the faculty member's portfolio and shall assess 1) the faculty member's contributions in scholarship and creative work, teaching, and service, and 2) the faculty member's plans for future professional development. The Post-Tenure

Review Committee shall recommend that the faculty member's performance be designated as Satisfactory or Unsatisfactory. The Committee shall apply the following criteria for a Satisfactory rating: ongoing activity in scholarship and/or creative work; effective teaching; engagement in service. A faculty member who fails to meet these criteria shall be rated Unsatisfactory. The Committee shall prepare a written statement of no more than one page, reporting its recommendation to the faculty member by December 1.

9. The faculty member shall have the opportunity to respond to the Post-Tenure Review Committee's assessment in writing within 14 calendar days of receiving the assessment.
10. The portfolio, the assessment, and the faculty member's response (if there is one) shall be provided to the Chair. The Chair shall meet with the faculty member under review to discuss the assessment and the statement about future professional development.
11. In the event of an Unsatisfactory performance rating, the faculty member will be asked to provide a written, detailed plan, specifying areas and goals for improvement, and due dates by which these will be achieved. The improvement plan will be signed by both the faculty member and the Chair. If such a plan is not submitted or if its conditions are not met, the faculty member may risk the loss of sabbatical privileges.
12. The Chair issues final evaluations. Final evaluations and improvement plans (if any) will be forwarded to the College of Arts and Humanities Dean's office by February 1. Upon request, the portfolios will be made available for the Dean's review.
13. In the event the faculty member disagrees with the final evaluation, a written appeal may be filed with the Dean by February 15. The Dean will review the portfolio, the Post-Tenure Review Committee's report, the faculty member's optional response, the Chair's final evaluation, and the faculty member's appeal, and meet separately with the faculty member and the Chair to discuss the evaluation. The Dean will issue a decision on the appeal by April 15. No further appeal can be granted.
14. All materials relating to the comprehensive Post-Tenure Review are maintained in the faculty member's personnel file in the department.