

UPS 210.020

REVIEW OF TENURED FACULTY

I. PURPOSE

The purpose of review of tenured faculty shall be to encourage and maintain excellent performance in university assignments. Such review shall be conducted within the confines of the protections of tenure with special care and consideration given to the principle of academic freedom. In the absence of a faculty member's concomitant application for promotion, review of tenured faculty is considered to be separate from formal personnel actions and evaluations. The review is intended to be an occasion for consultation with colleagues, whose aim should be the encouragement and maintenance of excellence.

II. PROCEDURES

Each department shall develop procedures and criteria for periodic review of its tenured faculty members. The procedures shall contain the following elements:

- A. Each tenured faculty member shall be reviewed under these procedures at least once every five years. A Performance Review for promotion shall be considered to be such a review in calculating the five year intervals. Tenured faculty members shall not be reviewed while on sabbatical or leave-of-absence. The Office of Faculty Affairs and Records shall inform the Department Chair at the start of the academic year as to which faculty members are to be reviewed during the upcoming year. The department chair shall inform faculty members that their post-tenure review is due. Faculty shall be provided with a timeline for the review process and faculty files shall not be due before one month has lapsed.
- B. The department shall designate and implement a process for selecting a peer review committee.

- C. The department peer review committee, the department chair, and the appropriate administrator shall carry out the review process.
 - 1. The person being reviewed may not be a reviewer of his/her own performance.
 - 2. Only persons who are tenured faculty members or administrators may participate in the review process.
- D. Criteria for the review of tenured faculty members shall appraise teaching, service, and scholarly/creative performance.
- E. When the assigned duties of the faculty member include teaching, review procedures shall include, but shall not be limited to, consideration of student opinion questionnaires for all courses taught during the review period.
- F. Following the review, the department peer review committee, the department chair, and the appropriate administrator shall give copies of their reports to the faculty member. The department peer review committee chair, the department chair, and the appropriate administrator shall meet with the faculty member in order to discuss his/her strengths and weaknesses along with suggestions, if any, for his/her improvement. The department peer review committee, the department chair, and the appropriate administrator shall forward to Faculty Affairs and Records summaries of their reports along with the student opinion summaries for each of the years under review for placement in the Personnel Action File of the faculty member.
- G. Each college shall specify an annual calendar of deadlines for faculty submission of post-tenure review materials, DCP Chair and Dean post-tenure review evaluations, and completion of concluding post-tenure review meetings. The review process shall be completed within one year or less.

Copies of each department's current procedures and criteria for the review of tenured faculty members shall be filed with the Faculty Personnel Committee. The Faculty Personnel Committee shall review them only for compliance with this policy.

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