UPS 210.020

PERIODIC EVALUATION OF TENURED FACULTY

I. PURPOSE

The purpose of periodic evaluation of tenured faculty shall be to encourage and maintain excellent performance in university assignments. Such periodic evaluation 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, periodic evaluation of tenured faculty is considered to be a periodic evaluation. The periodic evaluation is intended to be an occasion for consultation with colleagues, whose aim should be the encouragement and maintenance of excellence and to acknowledge the positive contributions made by tenured faculty.

II. PROCEDURES

A. Periodic Evaluation File: A faculty member undergoing post-tenure periodic evaluation shall submit a file which shall include at least the following:

1. Current CV that includes information about teaching or the equivalent area of evaluation for Librarians and Counselors, scholarly/creative activities, and service, and indicates activities completed during the periodic evaluation period.

2. Summaries of student opinion questionnaires (SOQs) including the quantitative data and comments, if available, for all courses taught during the periodic evaluation period.

3. If requested by the department or at the discretion of the faculty member, a summary (maximum of two pages) that outlines the faculty member’s most significant achievements since the previous periodic evaluation and the faculty member’s goals regarding teaching, scholarly/creative activities, and service for the next 5 years.

B. Department Procedures and Criteria: Each department shall develop procedures and criteria for periodic evaluation of its tenured faculty members. Departmental procedures and criteria for periodic evaluation shall be approved by the Department Personnel Committee (DPC), the department and the dean or appropriate administrator prior to submission to the Provost for approval.
The procedures shall contain the following elements:

1. Each tenured faculty member shall be subject to a periodic evaluation under these procedures at least once every five years. A Performance Review for promotion shall be considered to be such a periodic evaluation in calculating the five-year intervals. Tenured faculty members shall not be subject to a periodic evaluation while on sabbatical or leave-of-absence. At the start of the academic year, the Office of Faculty Affairs and Records shall inform the department chair and faculty members whose post-tenure periodic evaluations are due during the upcoming year. The department chair shall provide the faculty who will be subject to a periodic evaluation a copy of the department procedures and criteria, including a timeline for the periodic evaluation process. Faculty files shall not be due before one month has lapsed from the presentation of the timeline.

2. A description of the department periodic evaluation committee, i.e., an elected department committee comprised of tenured faculty members. This may be the DPC or a separate committee created to conduct the periodic evaluation of tenured faculty.

3. The department periodic evaluation committee, the department chair, and the appropriate administrator shall carry out the periodic evaluation process, and each shall write a brief periodic evaluation summary statement.
   a. If the periodic evaluation committee is the DPC, the faculty member undergoing a post-tenure periodic evaluation may be a member of the DPC but may not participate in their own post-tenure periodic evaluation.
   b. Only tenured faculty members and administrators may participate in the periodic evaluation process.
   c. Tenured associate professors may participate in the periodic evaluation process because it does not result in a recommendation.

C. Criteria for the periodic evaluation of tenured faculty members shall appraise performance in teaching or the equivalent area of evaluation for Librarians and Counselors, scholarly/creative activities, and service during the period under periodic evaluation.

D. When the assigned duties of the faculty member include teaching, periodic evaluation procedures shall include, but shall not be limited to, consideration of SOQs for all courses taught during the periodic evaluation period.

E. If classroom observations are required by department policy, observations shall be scheduled by the department chair or the department periodic evaluation committee. The faculty member shall be provided notice of at least five days that a classroom observation is to take place. In all cases, the classroom observation report shall be given to the faculty member within ten working days after the observation has been conducted. The classroom observation report shall be included in the materials submitted for the periodic evaluation.

F. The department periodic evaluation committee, the department chair, and the appropriate administrator shall each give a copy of their summary statement to the faculty member as it is completed.

G. At the conclusion of each level of periodic evaluation, the appropriate person (e.g., the department periodic evaluation committee chair, department chair, or the appropriate
administrator) shall meet with the faculty member to discuss (a) the faculty member’s performance and contributions during the period under periodic evaluation and (b) plans for teaching, scholarly/creative activities, and service during the next five years. These meetings are opportunities to identify possible resources to support the faculty member’s five-year plan or to make revisions to the five-year plan. Department policies may specify individual meetings or a single, combined meeting of the faculty member with the department periodic evaluation committee chair and the department chair.

At the end of the periodic evaluation process, the appropriate administrator shall forward to the Office of Faculty Affairs and Records summaries of all summary statements, along with any SOQ summaries for each of the years under periodic evaluation, for placement in the Personnel Action File of the faculty member.

H. Each college shall specify an annual calendar of deadlines for submission of the post-tenure periodic evaluation file by the faculty member, when the reports from the department periodic evaluation committee, the department chair, and the appropriate administrator are to be given to the faculty member under periodic evaluation, and for completion of the concluding post-tenure periodic evaluation meeting with the appropriate administrator. The periodic evaluation process shall be completed within 12 months.

Source: Faculty Affairs Committee

**EFFECTIVE DATE: May 12, 2017**
Supersedes: UPS 210.020 dated 6-17-08 and ASD 08-14