

**PROCEDURES FOR  
POST-TENURE FACULTY REVIEWS  
IN THE  
DEPARTMENT OF EXERCISE AND SPORT SCIENCE  
COLLEGE OF HEALTH  
UNIVERSITY OF UTAH  
(September, 2005)**

A. University Policy PPM 8-3, Section 5.C.

In order to carry out the above responsibilities [meaning the chair's responsibilities] more effectively, it shall be the duty of the department chairperson to administer a review of the work of each tenured faculty member of the department every five years. Such procedures shall involve a faculty review committee. Procedures for such a review process shall be formulated by the chairperson, in consultation with the department faculty, and submitted to the dean of the college and to the vice president for academic affairs for approval. Any revision of these procedures will be subject to similar approval. If, as a result of the review procedure, the person under review is deemed not to be meeting the minimum standards required of a tenured member of his/her department, the chairperson, together with a review committee, shall consult with the faculty member in question and develop strategies for improvement of his/her performance.

B. Department Post-tenure Advisory Committee(DPAC)

- a. Committee membership – DPAC shall consist of three tenured faculty members. One will be nominated by the faculty member, one by the DRPT Chair, and one by the Department Chairperson. The list of committee members will be compiled by the Department Chair.
- b. Chairperson – The chairperson of DPAC will be appointed by the department chair.

C. Criteria. The Standards for Retention, Promotion, and Tenure for the Faculty in the Department of Exercise and Sport Science will be used to evaluate the candidate's contribution to the department. The criteria for retention at the candidate's current rank will be used to make this evaluation. DPAC will submit a letter summarizing the substance of the discussion and reporting the committee's recommendation to the Department Chair no later than one month after the deadline for the candidate to submit a file. The candidate will have one week to respond to this letter. The chair will then submit a letter to the Dean of the College of Health within three weeks. The candidate will have one week to respond to this level of review.

D. Notice to Involved Individuals. The candidate will be notified at least 30 days prior to the day when the file must be submitted. Faculty and staff will also be notified 30 days prior to the deadline to submit files and any statements that they want to include in the file must be submitted one workweek prior to the deadline. The material must be signed and the candidate will be allowed to review the material and respond prior to the deadline.

E. Candidate's File. The candidate's file is to cover the period from the last review. The file should consist of a current curriculum vita, a self-evaluation statement by the candidate (optional), and any material submitted by faculty and staff. Letters of evaluation from the previous review will be added to the file. The self-evaluation should speak to how the candidate has met her or his goals and the department standards during the past five years. Specifically, the self-evaluation should indicate how well the candidate has met her or his goals and the department standards with respect to teaching (student evaluations for at least the last three times teaching a course should be included), scholarship (summaries of impact factors and/or citations could be included to speak to quality), and service (committee service should include whether the candidate was appointed or elected, what level of service [department, state, international, etc.], and the role [member or chair] they had on the committee). A statement of goals for the next five years should also be included.

Sample Timeline (not part of the policy)

| Date              | Task   | Time  |
|-------------------|--|---|
| December 1, 2005  | Notice to Candidate  | 30+ days before file must be submitted              |
| January 9, 2006   | Notice to Faculty and Staff of the opportunity to submit a statement | 30 days prior to the day the file must be submitted |
| January 30, 2006  | Last day for faculty and staff to submit material to the file        | Workweek prior to file deadline                     |
| February 9, 2006  | Deadline for candidate to submit the file                            | At least 30 days after candidate is notified        |
| February 22, 2006 | Review committee meets during faculty meeting time                   | Have a month to meet and write report               |
| March 9, 2006     | Review committee report to chair given to candidate                  |   |
| March 16, 2006    | Candidate's deadline to respond to review committee letter           | One week  |
| March 30, 2006    | Chair's letter to Dean given to candidate                            | Two weeks   |
| April 6, 2006     | Candidate's deadline to respond to chair's letter                    | One week  |
| April 6, 2006     | Chair's letter given to Dean   |   |