

**University of Utah, College of Fine Arts
Tenured Faculty Review Statement**

Approved by the College Council of the College of Fine Arts: February 15, 2019

Approved by Dean John Scheib: February 15, 2019

Approved by the Senate Faculty Review Standards Committee and the Sr. Vice President: Dec. 16, 2019

I. Preamble:

The purpose of a Tenured Faculty Review (TFR) is to assist faculty members in their careers and to enhance each member's contribution to the College of Fine Arts and the University. To that end, we recognize the need for a regular process for assessing and promoting the development and goals of each tenured faculty member. We understand this process to be part of our collegial responsibility and our collective endeavor to enhance our research standing and profile.

Reviews are conducted in accord with the requirements of University Policy 6-321 (Tenured Faculty Reviews), Utah Board of Regents Policy R481 (Post-Tenure Review), and this approved TFR Statement, in conjunction with University Guidelines approved by the Senate Faculty Review Standards Committee and cognizant Senior Vice President.

II. Procedure:

- (a) Reviews will be conducted in the Spring Semester of the fifth year after a faculty member receives tenure and/or promotion and every fifth year thereafter. Exceptions to the timing for these reviews are at the prerogative of the Dean, and may include delayed reviews due to significant administrative service, sabbatical leaves, or other types of leave.
- (b) Reviews will be conducted by a TFR Committee.
- (c) TFR Committee Composition:

Per University Policy, all tenured faculty of the Department/School except for the Department Chair/School Director, Dean, and faculty members holding higher level University administrative positions are eligible to serve on the TFR Committee. Those under review may serve on the committee only for files other than their own.

The full TFR Committee will consist of all tenured faculty members at or above the rank of the reviewed faculty member. For a given year, a smaller subcommittee of at least 3 members approved by the full Committee may be assigned to prepare a draft report. In the event that a unit does not have 3 faculty members of requisite rank, the unit must seek

reviewers from outside the Department/School in accordance with Policy 6-303 (section E.1.a.iv).

The Committee shall elect its chair and allocate duties as it deems appropriate.

(d) TFR Committee responsibilities:

The TFR Committee evaluates the faculty member's file to determine whether the faculty member is meeting Departmental/School and University standards in the areas of teaching, research, and service at the appropriate rank.

The TFR Committee shall prepare a report that reflects the faculty member's performance in each of these areas and should not be based on any single area. The report shall document the faculty member's accomplishments and opportunities for further improvement. The report must include the Committee's overall findings and recommendations and include a specific statement of whether the faculty member has made meaningful and sustained contributions in their role such that they are meeting the standards for a tenured faculty member at their particular rank as described in the Department/School RPT Statement. As applicable, the Department/School TFR report shall reflect discussion and consideration of any shared-appointment unit's report. When appropriate, the report should include commendations and/or strategies, timelines (including those for follow-up reviews), and any recommendations for improvement of the faculty member's performance.

The Committee may choose to consult with the faculty member while preparing a final version of the report to ensure accuracy of included information or discuss any contemplated recommendations.

The report will become final when approved by vote of a majority of the full TFR Committee members, unless the faculty member under review, Department Chair/School Director, or Dean requests review of the report by UPTAC.

(e) The file:

A faculty member's TFR is a personnel action, and therefore the review file is confidential.

The file must include:

(1) The faculty member under review is responsible for providing the following:

- a. CV
- b. Written report of (1) activities and accomplishments since the most recent RPT or TFR review and (2) future plans in research, teaching, and service (i.e., Personal Statement)

- c. 1-2 samples of research
 - d. Any other evidence the faculty member chooses to include
 - e. Responses to any reports or letters, if desired
- (2) The Department Chair/School Director is responsible for providing the following:
- a. Course evaluations since the last TFR or RPT review
 - b. At least two peer teaching evaluations (in addition, reviews from CTLE may be included, if available)
 - c. All prior TFR reports
 - d. Any written/signed comments from faculty, staff, or students in the unit that may have been submitted in response to the Chair/Director invitation (see Appendix B)
 - e. Any report from a shared-appointment unit
 - f. Any official letters of commendation and/or reprimand
 - g. The Department Chair/School Director is strongly encouraged to provide a written summary of the candidate's service, as well as any other appropriate information relevant to the faculty member's teaching and research contributions that they may be privy to as the administrator of the unit

III. Criteria and Standards:

- (a) The review shall result in a determination of whether the reviewed faculty member is *meeting the standards for a tenured faculty member in the Department/School*.
- (b) Areas considered in the TFR are (a) quality of performance in the area of research; (b) quality of performance as a teacher; and (c) quality of service to the Department/School, University, College, and profession.
- (c) In order to make meaningful and sustained contributions in one's role as a tenured faculty member in the unit, one must:
 - (1) Contribute to the development and dissemination of new knowledge through sustained research activity. The Committee will refer to the departmental RPT statement to determine standards, evidence, and definitions for research activities within the given discipline.
 - (2) Make sustained contributions in the areas of course instruction, curriculum/program development, and student advising and mentoring. The Committee will refer to the departmental RPT statement to determine standards, evidence, and definitions for teaching activities within the given discipline.
 - (3) Provide sustained service contributions to one's profession and to the University. The Committee will refer to the departmental RPT statement to determine standards, evidence, and definitions for service activities within the given discipline.

APPENDIX A
Sample Timeline for TFR

The timeline for review processes is set by the CFA Dean's Office each year, but the TFR timeline will *generally* follow the schedule below:

Jan 1	Department Chair/School Director sends letter notifying eligible faculty members of TFR review. The letter must include information regarding the materials required for the file, the faculty member's right to include any additional materials they desire, the due date, and a copy of the College of Fine Arts' Tenure Faculty Review Statement.
Jan 1	Department Chair/School Director sends letter informing the TFR Committee of the faculty members to be reviewed, a copy of the College of Fine Arts' Tenure Faculty Review Statement, and a timeline.
Jan 1	If any shared or joint appointments exist, the Department Chair/School Director notifies pertinent Director/Chair (of the shared/joint appointment unit) of the faculty member(s) to be reviewed and the due date for the unit's report.
Feb 22	Department Chair/School Director sends letter to faculty, staff, and students inviting (but not requiring) signed, written input concerning each faculty member undergoing TFR, along with guidelines and timetable.
March 26	Due date for any written summary from the Department Chair/School Director (not required, but strongly encouraged).
March 26	Letters from faculty, staff, and students are due.
March 26	File is complete (except for any report from a shared or joint appointing unit(s) or comments from faculty member being reviewed).
April 2	Faculty member under review may submit a written response to any item in the file, if desired. Any response is added to the file.
April 3 - 12	At least five days prior to the TFR Committee meeting, shared-appointing unit (if any) submits written report for the file.
April 3-12	Faculty member under review may submit a written response to report submitted by shared-appointing unit (if any). Any response is added to the file.
April 3 - 12	TFR Committee(s) meet(s) to conduct reviews and prepare reports. Reports must be shared with all members of the Committee for any revisions. Reports will be final with a majority vote for approval of the report by the Committee members (as long as the faculty member under review, Department Chair/School Director, or Dean does not later seek UPTAC review).
April 13	TFR Committee sends their report to the faculty member under review.
April 24	Faculty member may submit a response to the TFR Committee report, if desired. Any response is added to the file.
April 25	TFR File and TFR Committee report submitted to the Department Chair/School Director, Dean, and Senior Vice President.
Before May 13	If the Department Chair/School Director, Dean, or faculty member under review disagrees with the results of the report, the party who chooses to seek review must notify UPTAC of that intention, following procedures outlined in Policy 6-304.

APPENDIX B
Sample Letter to Faculty, Staff, and Students

December 31, 20XX

Dear Faculty, Staff, and Students:

I am writing to announce the following faculty members' job performance in the Department/School will be reviewed this spring semester as a part of the University's required Tenured Faculty Review (TFR) process.

{List Faculty members}

As you can see in the enclosed CFA Tenured Faculty Review Statement, tenured faculty members at the University of Utah are reviewed every five years.

Any interested faculty member, staff member, or student may submit a letter for a faculty member's TFR file; however, there is no obligation to do so. A faculty member's review file is confidential and as such may only be viewed by the staff member(s) compiling the file, the faculty member under review, the members of the TFR Committee, the Chair/Director, the Dean, and the Senior Vice President. If you wish to submit such a letter, please consider the following guidelines:

1. An interested faculty member, staff member, or student may submit a letter for each faculty member's file, but any such letter should only address the job performance of one individual faculty member, not anyone else.
2. Student letters will be most helpful if they address the faculty member's teaching or interaction with students.
3. Letters must be submitted to the Department Chair/School Director by **March 26** to be included in the TFR process. Letters arriving after that date will be returned to the sender.

Please let me know if you have any questions about this review process. Thank you for your time.

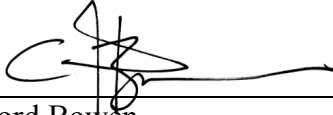
Sincerely,

Chair/Director

APPENDIX C

Notice of Senate Faculty Review Standards Committee and Vice-Presidential Final Approval

Review Committee Approval:

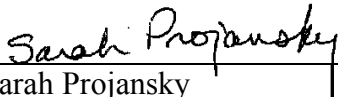


Cord Bowen
Sub-committee Chair

12/19/2019

Date

Senior Vice President Approval:



Sarah Projansky
Designee

12/19/2019

Date