

Department of Linguistics
Post-Tenure Review Policy
Approved by Linguistics February 4, 2000

The academic freedom bestowed upon a university faculty member with the achievement of tenure rests on the fundamental principle that the faculty member has the responsibility to continue to develop in the areas of scholarship, teaching and service throughout his/her academic career. The faculty member's department has the responsibility to conduct periodic reviews of the faculty member with the intent of providing the tenured faculty member feedback and encouragement to continue to develop in these three areas.

The Department of Linguistics considers the Post-Tenure Reviews to be a serious evaluation of the faculty member's work. The intent of the review is to keep tenured faculty professionally active in developing their teaching, research and service. It is important in these reviews to acknowledge and encourage a faculty member's positive contributions. Each tenured member of the Department of Linguistics faculty will be reviewed every five years after achieving tenure.

The Executive Committee will comprise the Post-Tenure Review Committee. All Executive Committee members being reviewed will recuse themselves entirely from their review and from any review involving a potential conflict of interest. In the event of a post-tenure review of the Department Chair, the Executive Committee will elect one of its members to take over the duties of the Department Chair for the Post-tenure review of the Department Chair. The cover letter to the Dean will explain the situation.

The contents of a faculty member's Fifth-Year Post-Tenure review file will include the following:

1. The Chair's letter and the Committee report from the most recent review of the faculty member, whether tenure or post-tenure.
2. All of the faculty member's Teaching Evaluation Summary Sheets¹ (TESSs) produced since the last review, or reasonable substitutes.
3. An indication of how each of the Merit Reviews since the most recent tenure or post-tenure review ranked the faculty member in comparison to other members of the faculty in a given year.
4. All of the faculty member's Merit Review forms submitted since the last review.
5. The faculty member's current CV.
6. A Personal Statement from the faculty member.

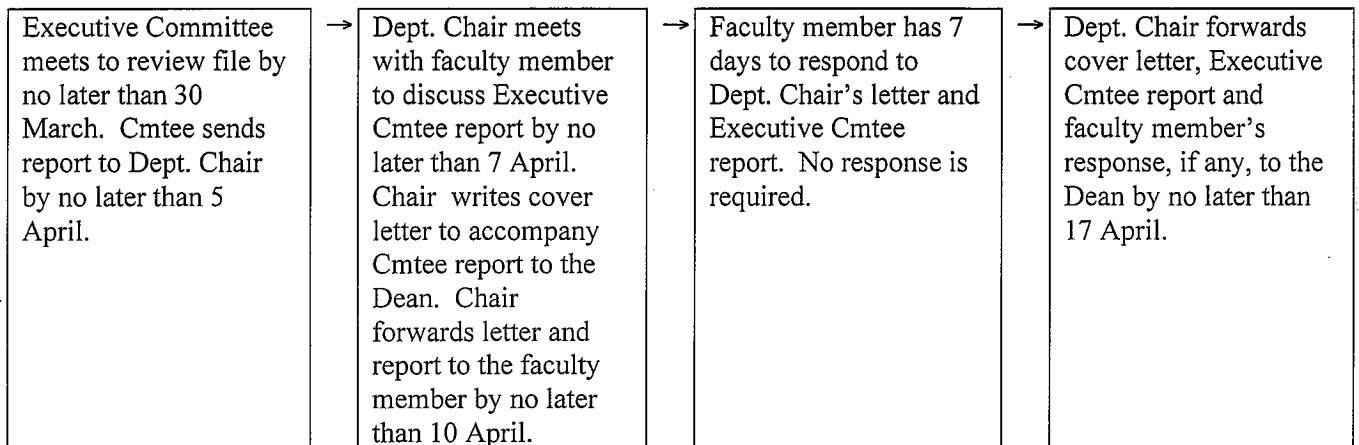
¹The TESSs are produced by the Executive Committee every Fall for the previous Fall, Spring and Summer semesters for each T/TT faculty in Linguistics.

The file may also include the following:

7. Books, articles, and papers of the faculty member's choosing.
8. Letters from any interested faculty member or student.

Items (1)-(6) are required; items (7)-(8) are optional. The faculty member is responsible for placing items (4)-(7) in his/her review file. The Chair of the Department is responsible for placing (1)-(3) and any letter as described in item (8) in the file. To compile the optional items in (8), the Chair will send a letter to all T/TT faculty in the Department and to the President of the Linguistics SAC announcing the review and inviting written (optional) input into the faculty member's file. The Chair's letter will be sent by no later than 22 February and will include a copy of the Department's Post-tenure Review Policy. To be included in the file in time for proper consideration by the Executive Committee, any letter from interested faculty members or students must be received by the Chair by no later than 15 March and placed in the file by that date. (See the Timetable below.) A faculty member's Post-tenure Review file is confidential and may only be viewed by the Executive Committee, the Chair, and the faculty member.

Review process:



By no
later than:

TIMETABLE FOR THE REVIEW

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| 1. | Feb 7 | Chair sends letter informing faculty members of Post-tenure review. Encloses guidelines and timetable. |
| | Feb 22 | Chair sends out letter to faculty & SAC inviting written input concerning Post-tenure reviews. Due March 15 th . |
| | March 15 | Letters from faculty & students due. File must be complete by this date. |
| | March 30 | Executive Committee meets to conduct post-tenure reviews |
| | April 7 | Chair meets with faculty members that have been reviewed. |
| | April 10 | Chair sends cover letter (addressed to Dean) and Executive Committee review to the faculty member. Gives faculty member 7 days to respond or to inform Chair of no response. |
| | April 17 | Chair forwards cover letter, Executive Committee review and faculty members response, if any, to Dean. |

{{ LINGUISTICS WILL PROPOSE TO THE DEAN TO HAVE ITS OWN REVIEW SCHEDULE, RATHER THAN THE ONE HANDED DOWN FROM THE COLLEGE. }}

Policy 8-3 Rev 5

Date May 17, 1999

Subject: UNIVERSITY REGULATIONS - Chapter III
OFFICERS OF THE UNIVERSITY

SECTION 5. DEPARTMENT CHAIRPERSONS

C. Review of Tenured Faculty

In order to carry out the above 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.

February 7, 2000

Dear Faculty and President of SAC,

I am writing to announce that the following tenured faculty members' job performance in the Department of Linguistics will be reviewed this Spring as a part of the University's required post-tenure review process.

Marianna Di Paolo
David Iannucci
~~Adrian Palmer~~ Steven Sternfeld

As you can see in the enclosed departmental policy on such reviews, tenured faculty members at the University of Utah are ordinarily reviewed every five years. Because we are a new department, the normal review process was extended beyond the five-year period for two of the faculty members (~~Di Paolo and Palmer~~) for Marianna Di Paolo because of the anticipated administrative change.

Any interested faculty member or student may submit a letter for a faculty member's post-tenure review file; however, there is no obligation to do so. (A faculty member's post-tenure review file is confidential and as such may only be viewed by the faculty member, the members of the Executive Committee and the Chair.) If you wish to submit such a letter, please consider the following guidelines:

1. An interested faculty 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. I cannot place a letter discussing more than one faculty member in an individual's file.
2. Student's letters will probably be most helpful if they address the faculty member's teaching or interaction with students.
3. Letters must be submitted to the Chair by 15 March to be included in the the post-tenure review process. Letters arriving after that date will be returned to the sender.

Please let me know if you have any questions that I may be able to answer about this review process. Thank you for your time.

Sincerely,

Marianna Di Paolo

Chair and Associate Professor

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By no
later than:

Timetable for the Review

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| 1. | Feb 7 | Chair sends letter informing faculty members of Post-tenure review. Encloses guidelines and timetable. |
| 1 | Feb 15 | Elect Chair of RPT Advisory Committee |
| | Feb 22 | Send out letter to faculty & SAC inviting written input concerning Post-tenure reviews. Due March 15th. |
| 2 | March | Dept. Chair, RPT Chair, Admin.Asst. attend Univ. RPT review seminar |
| 3 | March 1 | Dept Chair sends out letter to people who are coming up for formal reviews; invites all faculty to declare their requests for formal RPT actions by 15 March |
| 4 | March 15 | RPT Chair informs SAC of need for reports, due by April 15 |
| | March 15 | Letters from faculty & students due. File must be complete by this date. |
| 5 | March 21 | Chair of RPT Adv. Cmtee appoints Ad Hoc Committee for each candidate |
| | March 30 | Executive Committee meets to conduct post-tenure reviews |
| | April 1 | RPT Chair calls meeting of all heads of Ad Hoc Committees |
| 6 | April 1 | Dept Chair appoints 2 faculty members to prepare FPTR, due by 30 April |
| | April 7 | Chair meets with faculty members that have been reviewed. |
| 7 | April 8 | List of all suggested reviewers to candidate for comments; 7 days to respond |
| | April 10 | Chair sends cover letter (addressed to Dean) and Executive Committee review to the faculty member. Gives faculty member 7 days to respond or to inform Chair of no response. |
| 8 | April 15 | List of 5 external reviewers suggested by both the candidate & Ad Hoc Cmtee to Dept Chair |
| | April 17 | Chair forwards cover letter, Executive Committee review and faculty members response to Dean. |
| 9 | April 30 | FPTR due |
| 10 | April 30 | Dept Chair contacts external reviewers |

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| 11 | June 15 | Candidate's files to external reviewers, reviews due by 15 September |
| | Actual RPT Review Year: | |
| 12 | Sept 1 | Dept Chair announces list of all candidates coming up for RPT reviews to all faculty, including adjuncts, and annual RPT meeting date & time |
| 13 | Sept 15 | Department file closes with the exception of the Department's Ad hoc Committee report and candidate's written comments/exceptions |
| 14 | 21 Sept | Ad Hoc Committee report and other written statements due |
| 15 | 22 Sept-10 Oct | Linguistics faculty reviews file |
| 16 | Oct 11 | Linguistics RPT Advisory Committee meeting |
| 17 | Oct 12-17 | RPT Advisory Committee produces approved summary report of meeting |
| 18 | Oct 17-23 | Chair produces recommendation; delivers RPT Advisory Committee approved summary & vote and Chair's recommendation to the candidate |
| 19 | Oct 24 | Candidate has 7 days to respond to RPT Advisory Committee vote, summary, and Chair's recommendation to the Dean |
| 20 | Nov 1 | Candidate's file forwarded to Dean |