

COLLEGE OF SOCIAL & BEHAVIORAL SCIENCE
TENURED FACULTY REVIEW GUIDELINES

Policy & Procedures Manual 8-3.5.C Review of Tenured Faculty

... 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.

As the University continues to refine and define the Tenured Faculty Review (TFR) process, it has become increasingly important for us to put our College guidelines in writing.

TFRs are due to the dean May 1.

Contents should include:

Updated vita

2-3 external letters evaluating the research and publication record

Department report evaluating research, service and teaching (department evaluations are according to department guidelines)

Chair's letter summarizing basic findings, giving commendations and recommendations

A promotion review serves as a TFR. The 5-year TFR clock will be reset at the time of a promotion review. University administrative appointments at .50 FTE or less will remain on the existing regular 5-year TFR schedule.

Department chairs will be reviewed administratively by the dean in the third year of each term, but will not be required to have TFRs during their administration. Chairs who complete at least one three-year term will be allowed two complete academic years to update their research programs after ending their terms. Then, their TFR should begin no later than the beginning of the third year after ending their terms as chair.

The dean will review the performance of individuals with other administrative appointments in CSBS every 3 years and may (or may not) choose to leave them on the regular TFR schedule during their administrative appointment. The dean's decision will

depend on several factors including the administrative load they are carrying. When the dean decides not to leave individuals on the regular TFR schedule during their administrative appointment, these individuals will be allowed two complete academic years to update their research programs after ending their administrative terms. Then, their TFR should begin no later than the beginning of the third year after ending their administrative appointment.

The TFR documents will be returned to the department minus the external letters which will be shredded. A summary of the TFR will be sent to the office of the Senior Vice President for Academic Affairs in accord with current procedure.