

Policy 2-04

College of Architecture + Planning Policy and Procedure for Post Tenure Review of Faculty Approved by CA+P council: September 7, 2005

I. Requirements

The Policy and Procedures Manual for the University of Utah defines the following requirements for Post Tenure Review of Faculty (8-3, Section 5. C): "...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. "

II. Purpose and Objectives

The purpose of Post Tenure Reviews in the College of Architecture + Planning is to provide a formative/developmental review by peers aimed at long-term individual career directions in the areas of teaching, research and service. Specifically, the objectives are:

1. To foster continued professional development and to encourage continuous self-evaluation by tenured faculty, to balance professional interests consistent with the academic needs and goals of the College and the department.
2. To ensure professional accountability by a regular, comprehensive evaluation of university teaching, research and service directions of every tenured faculty member.
3. To identify and encourage an appropriate level of institutional resource support for individual faculty member development.

III. Criteria for Evaluation

1. The evaluation of tenured faculty shall be based on the effectiveness of the teaching, research and service of the faculty member being reviewed. This evaluation will be consistent with the *College of Architecture + Planning Retention, Promotion and Tenure Guidelines and Policy* in effect at the time of the review.
2. The evaluation will be performed in the context of the College of Architecture + Planning mission and objectives and available institutional resources.

IV. Outcomes

The expected outcome of the post tenure review is an individual Professional Development Plan for the faculty member being reviewed. The development plan will be kept in the faculty member's permanent file. The development plan will be created by the individual faculty member and the chair of the department and based on the commendations and recommendations of the Post Tenure Review Committee. The plan may include items such as: goals, expectations, activities expected, completion timeline, resource support, and follow-up timelines. This development plan provides individual and college opportunity for creative consideration of long-term directions, revision of workload, modification of responsibility areas and individual and department priorities.

V. Delimitation

Summative reviews triggering dismissal of tenured faculty are governed by the University of Utah Regulation 6-313. Post Tenure Review in the College of Architecture + Planning is not intended for these purposes.

VI. Procedures

1. All tenured members of the faculty, except phased retirees, will be reviewed at least every

- five years. Faculty members may initiate a review by a request to the dean at any time. Faculty members to be reviewed will be notified by the department chair at least 45 days in advance of the review.
2. The Review will be conducted by the Departmental RPT Committee composed of all tenured faculty members who hold the same or higher rank as the faculty member being reviewed. The dean and department chair are not members of this committee.
 3. The following material is to be submitted 15 days prior to the review date:
 - a. A Curriculum Vitae, prepared to demonstrate the achievements in the areas of teaching, research and service. (Pertinent information which illustrates all of the faculty member's professional activities during the previous five years will be included, such as publications, programs supervised, graduate projects supervised, lists of courses taught, summaries of teaching evaluations, significant service to the institution, community, and profession, etc.)
 - b. A self-evaluation, including a description of goals and objectives of the faculty member being reviewed, and any identifiable issues in meeting those goals.
 - c. Other material that the faculty member being reviewed would like considered.
 - d. Copies of previous post-tenure reviews.
 4. The Review Committee will submit a report that will include a listing of commendations and recommendations, based on the information in the file, to the dean and the faculty member being reviewed within 30 days of the review.
 5. Within 30 days of the submission of the Review Committee Report, the department chair, dean will meet with the faculty member being reviewed and with the chair of the RPT Committee to help the faculty member finalize the individual Professional Development Plan.
 6. Within 30 days of the meeting with the chair, the faculty member will submit a finalized individual Professional Development Plan to the Dean's office. This Development Plan will be filed in the faculty member's permanent record.