

Policies and Procedures for Review of Tenured Faculty
Department of Education, Culture, and Society
College of Education, University of Utah

In accordance with University Regulations, Chapter III, Section 5 (No. 8-3, p. 3), the Department of Education, Culture, and Society is required to review every tenured faculty member once every five years. The review will normally take place during Spring semester of each year with those scheduled for review being notified Autumn semester by the Department Chair.

Purpose

The purpose of the review is twofold: (1) to provide a formal process by which tenured faculty are evaluated by their colleagues for the quality of their professional work, and (2) to provide constructive feedback to tenured faculty from their colleagues with the aim of supporting and enhancing their professional development. Overall, the purpose of the review is as much on peer scholarly and collaborative discussion as it is on raising areas of concern.

Schedule of Reviews

Each tenured faculty member will be reviewed in the fifth year after the award of tenure and promotion, and every subsequent fifth year with one exception: a successful review for promotion to the rank of full professor can replace one tenured faculty review. A faculty member who negotiates a phased retirement is not subject to a formal tenured faculty review but will be reviewed yearly during the Spring semester by the Department Chair.

Procedures

The procedures for this review are as follows:

1. For each faculty member being renewed, the Department Chair selects three tenured faculty members from the Department to serve as a Tenured Faculty Review Committee. Committees are selected in Autumn semester. One member of each committee is appointed Chair. All tenured faculty members in the Department are eligible to serve except for the Department Chair.
2. The faculty member being reviewed has the right to representation by the person of his or her choice at the review deliberation meetings.
3. On the first day of Spring semester, the faculty member under review provides information to the Review Committee including but not limited to: (a) a written statement that includes a self-assessment of work over the past five years and an outline of professional goals and self-expectations for work in the Department for the next five years; (b) an updated vita; (c) copies of selected publications and unpublished manuscripts; (d) documentation of service; and, (e) suggested ways

the Department can facilitate the faculty member's professional goals. Teaching evaluations will be included by the Chair.

4. Students, other faculty members and the Department Chair may submit statements to the Committee.
5. Following review of the materials submitted, the Committee sets a time for a meeting with the faculty member being reviewed.
6. Three work days before the review, the Committee submits a list of questions to the reviewee. The purpose of the questions is to provide her or him with some feedback from the Committee and to guide the discussion during the review meeting. In addition to assessing the faculty member's work over the past five years, the meeting is intended to be a substantive scholarly discussion of the faculty member's on-going work and proposed plans for future work.
7. The Committee prepares and submits to the reviewee a dated draft report one week after the initial meeting. This report includes a critique and evaluation of the faculty member's professional work and any appropriate recommendations to the reviewee and the Department Chair for professional development.
8. Within one week of the date of the draft report, the reviewee may respond in writing and may request an additional meeting with the Committee. Amendments may be made to the draft report at this time.
9. The Review Committee's final report is then completed within one week and forwarded to the Department Chair and the reviewee,
10. Within one week following the receipt of the report, the Department Chair meets with the faculty member being reviewed to discuss the report and make plans to facilitate the faculty member's future goals.
11. The Chair prepares a report that summarizes her or his meeting with the reviewee and sends it to the reviewee. If the faculty member chooses to respond to the Chair's report, she or he must do so within one week of the date of the Chair's report.
12. The Chair's report and the reviewee's responses, if any, are forwarded to the Review Committee. In some cases, after final review of the materials, the Review Committee may recommend that the Chair set up a peer mentorship group to assist the faculty member with his/her development.
13. All actions of the Review Committee are forwarded to the Chair and the Dean of

the College of Education, and are filed in the personnel files prior to the close of the academic year.

14. Each subsequent year until the next five-year review, the reviewee is responsible for the implementation of any agreed-upon development plan.

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