

MEMORANDUM

DATE: September 16, 2005
TO: Susan M. Olson, Associate Vice President for Faculty
120 Park Building
FROM: Francis H. Brown, Dean
RE: Post Tenure Review Policy

The College of Mines & Earth Sciences departmental practices for review of tenured faculty conforms to Policy and Procedures of the University of Utah.

The department chair administers post-tenure reviews of tenured faculty of all ranks in the department. These reviews occur once every five years for each tenured faculty member, and they are similar in procedure to informal RPT reviews, except that the Departmental RPT Committee plays no role in the post-tenure reviews.

The Department chair appoints an *ad hoc* subcommittee to conduct the review, consisting of three tenured faculty members of rank equal to or higher than the person being reviewed. The post-tenure reviews consider the same criteria for assessing the tenured faculty member's performance in teaching, research and service, as are used for formal retention, promotion and tenure decisions, but they normally will not include input from the Student Advisory Committee or from external reviewers.

The report of the *ad hoc* subcommittee is submitted directly to the Department chair, who conveys it to the faculty member who is being reviewed. The report is placed in the faculty member's permanent file in the department, and a copy is submitted to the Dean of the College, who summarizes findings each year and forwards the summary to the Senior Academic Vice-President's office.