**University of Utah [Academic Unit]**

**Tenured Faculty Review Statement**

**Approvals and Effective Date**

[Academic Unit] Tenure-line Faculty: [Date]

[Academic Unit] [Chair/Director]: [Date]

College Dean: [Date]

Senate Faculty Review Standards Committee: [Date]

Cognizant Senior Vice President: [Date] to become effective on [July 1, YEAR].

*{****Preparation Notes.*** *Preparation notes guide a Department while drafting or revising a TFR Statement. Preparation notes will be removed by the Office for Faculty prior to the review process.*

***Prep-Note 1.*** *Yellow highlighting indicates where a Department must or may (as indicated) fill in information specific to their Department. Green highlighting indicates where a Department must choose between the options provided.*

***Prep-Note 2.*** *The Department should not change Template text, except where yellow and green highlighting indicate otherwise. If a Department makes other changes, the SFRSC may return the statement to the Department for further revision. Recommendations for improvements in the Template are welcome, however, and may be incorporated into a subsequent Template revision.*

***Prep-Note 3.*** *Because a Department within a multi-department college is the most common form of academic unit, the Template refers to the academic unit as “Department.” For such Departments, simply leave the term “Department” intact (even if multiple Departments are adopting the same Statement, because the Department is the relevant unit for these TFR procedures). For a single-department college or a division or school within a college, the various references to “Department” and “Department Chair” should be changed accordingly (i.e., “Department” to “School” or “Division” and “Department Chair” to “Dean” or “School Director” or “Division Chair”).}*

# Introduction

A Tenured Faculty Review (TFR) helps faculty members in their careers by reviewing each faculty member’s contributions to the Department, College, University, and profession. We recognize the need for a regular process for assessing and promoting the development and goals of each tenured faculty member. We understand this process to be part of our collegial responsibility and our collective endeavor to enhance our standing and profile.

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# Effective Date and Application to Existing Faculty

This statement is effective on the date shown on page 1. A tenured faculty member will be reviewed according to the statement in effect at the time the TFR begins.

# Review Timing and Review Semester

Tenured Faculty Reviews (TFRs) are conducted every five (5) years, in accordance with the requirements of the Utah Code [53B-2-106.1](https://le.utah.gov/xcode/Title53B/Chapter2/53B-2-S106.1.html?v=C53B-2-S106.1_2024050120240501), Utah Board of Higher Education Policy [R481](https://public.powerdms.com/Uta7295/tree/documents/1826328), University [Policy 6-321](https://regulations.utah.edu/academics/6-321.php), and this TFR Statement. TFRs are conducted in the [Fall] OR [Spring] semester.

# Relationship to Other Processes

In the course of a review of a tenured faculty member, as described in policy, if an issue arises that is governed by another regulation, that issue should proceed separately as appropriate under the relevant regulation and procedure.

# TFR Rating Scale, Standards, and Criteria, and Evidence

## Rating Scale

### [Option 1] The Department will use a two-level scale of standards for evaluating performance: satisfactory and not satisfactory. OR

### [Option 2] The Department will use a three-level scale of standards for evaluating performance consistent with the scale used for Retention, Promotion, and Tenure (RPT): excellent, effective, and not satisfactory. OR

### [Option 3] The Department will use a four-level scale of standards for evaluating performance consistent with the scale used for Retention, Promotion, and Tenure (RPT): excellent, very good, effective, and not satisfactory.

### [Include if Option 2 or 3 chosen] Per University Policy 6-321, the minimum standard for a tenured faculty member is a rating of at least satisfactory in each of the applicable review criteria. Effective is considered the equivalent of satisfactory.

## Standards

The TFR shall result in a determination of whether the reviewed faculty member is meeting the expectations for a tenured member in the Department as defined below.

### [Option 1] A faculty member shall be considered to be meeting the expectations of a tenured faculty member in this Department with a minimum rating of [satisfactory] OR [effective] in the applicable criteria areas of research/creative activity, teaching, and service. [Department may include other criteria areas as appropriate (e.g., clinical and/or librarianship activities).] OR

### [Option 2] A faculty member shall be considered to be meeting the expectations of a tenured faculty member in this Department with the minimum ratings of [excellent] OR [very good] OR [effective] in research, [excellent] OR [very good] OR [effective] in teaching, and [excellent] OR [very good] OR [effective] in service. [Department may include other criteria areas as appropriate (e.g., clinical and/or librarianship activities).] OR

### [Option 3] A faculty member shall be considered to be meeting the expectations of a tenured faculty member in this Department with the minimum ratings of [excellent] OR [very good] in research or teaching and at least effective in the other, and [excellent] OR [very good] OR [effective] in service. [Department may include other criteria areas as appropriate (e.g., clinical and/or librarianship activities).]

## TFR Criteria and Evidence

Areas considered in TFR are performance in (a) research/creative activity; (b) teaching; and (c) service to the University, profession, and/or public. Each area in a TFR should be evaluated in light of the written academic unit workload policy and the reviewed faculty member’s written workload agreement (if present). [Department may include other criteria areas as appropriate (e.g., librarianship and/or clinical activities).]

This Department embraces the University’s Foundational Pillars as articulated [here](https://president.utah.edu/). {May add detail}

*{****Prep-Note 4.*** *Here, a Department may add detail regarding how their discipline(s) value the University’s Foundational Pillars. In addition, and where appropriate to the discipline, this Template recommends that a Department add detail regarding the standards and evidence they use to evaluate the reviewed faculty member’s contributions to the University’s Foundational Pillars via their research/creative activity, teaching, service, or other criteria areas (e.g., clinical and/or librarianship).*

***Prep-Note 5.*** *The University values a wide range of significant accomplishments that contribute to successful research/creative activity, such as, but not limited to, community-engaged research, international research, interdisciplinary research, and technology transfer. This Template recommends that a Department include descriptions of these types of research, as relevant to its discipline, in its definition of research/creative activity and/or evidence.*

***Prep-Note 6.*** *A Department should develop language here that describes the types of evidence to be evaluated. When developing language, a Department may wish to consult recently approved TFR Statements, available* [*here*](https://regulations.utah.edu/collegegovernance/tenured_faculty_reviews.php)*. A Department may use the same language used in that unit’s RPT Statement, if they so choose.}*

***{Prep-Note 7.*** [*Policy 6-303*](https://regulations.utah.edu/academics/6-303.php) *refers to the research criterion as “research and other creative activity” and “research/other creative activity” and “research/creative activity.” This Template uses “research/creative activity,” which should be suitable for most Departments. Subject to approval, a Department may replace “research/creative activity” with phrasing more appropriate to the Department.}*

### Evidence Research/Creative Activity

Tenured faculty members are expected to contribute to the research mission of the University through engagement in a sustained research/creative activity program, which includes some or all of the following, but is not limited to:

#### A record of publications in impactful and peer-reviewed outlets appropriate to one’s field

#### A record of dissemination of creative activity in high quality, peer-reviewed venues

#### Consistent research funding sufficient to support one’s research program

#### Invited or peer-reviewed presentations at conferences and other forums to share one’s research/creative activity

#### Awards and honors for research/creative activity

### Summary rating scale for research/creative activity

#### [Excellent]: The reviewed faculty member has made substantial and impactful contributions in one or more topic areas of research/creative activity. The quality and quantity of research/creative activity reflect a coherent agenda in at least one topic area. {May add detail}

#### [Very Good]: The reviewed faculty member has made substantial contributions in one or more topic areas of research/creative activity. The quality and quantity of research/creative activity reflect a coherent agenda in at least one topic area. {May add detail}

#### [Satisfactory] OR [Effective]: The reviewed faculty member has made acceptable contributions in one or more topic areas of research/creative activity. The quality and quantity of research/creative activity reflect a coherent agenda in at least one topic area and suggest that future contributions will continue to be at least [satisfactory] OR [effective]. {May add detail}

#### Not Satisfactory: The reviewed faculty member has made insufficient contributions in research/creative activity. {May add detail}

### Evidence of Teaching

Tenured faculty members are expected to contribute to the teaching mission of the Department and University through sustained engagement in course instruction, curriculum/program development, and student advising and mentoring, which includes some or all of the following, but is not limited to:

#### Course instruction

#### Course material and curriculum innovations

#### Consistent record of support of graduate students through completion

#### Consistent record of support of undergraduate student researchers

#### Awards and honors for course instruction and/or mentoring

### Summary rating scale for teaching

#### [Excellent]: The reviewed faculty member has made substantial and impactful contributions in areas of course instruction, curriculum/program development, and/or student advising and mentoring. {May add detail}

#### [Very Good]: The reviewed faculty member has made substantial contributions in areas of course instruction, curriculum/program development, and/or student advising and mentoring.] {May add detail}

#### [Satisfactory] OR [Effective]: The reviewed faculty member has made acceptable contributions in teaching, and the evidence in the file suggests that future contributions in these areas will continue to be at least [satisfactory] OR [effective]. {May add detail}

#### Not Satisfactory: The reviewed faculty member has made insufficient contributions in teaching. {May add detail}

### Evidence of Service

Tenured faculty members are expected to provide sustained service contributions to the University, the profession, and/or the public, which includes some or all of the following but is not limited to:

#### Department administration and committee leadership and service

#### College administration and committee leadership and service

#### University administration and committee leadership and service

#### Professional leadership and service

#### Public or community leadership and service

#### Awards and honors for leadership and service

### Summary rating scale for service

#### [Excellent]: The reviewed faculty member has made substantial and impactful contributions to at least two service areas: the University, the profession, and/or the public. {May add detail}

#### [Very Good]: The reviewed faculty member has made substantial contributions to at least two service areas: the University, the profession, and/or the public. {May add detail}

#### [Satisfactory] OR [Effective]: The reviewed faculty member has made acceptable contributions to at least two service areas: the University, the profession, and/or the public, and the evidence in the file suggests that future contributions will continue to be at least [satisfactory] OR [effective].] {May add detail}

#### Not Satisfactory: The reviewed faculty member has made insufficient contributions in service. {May add detail}

### Evidence of [Additional Area(s) (e.g., librarianship or clinical activities)]

Tenured faculty members are expected to provide sustained contributions to [additional area] {May add detail}, which includes some or all of the following but is not limited to:

#### [List of evidence for additional area]

### Summary rating scale for [Additional Area]

#### [Excellent]: The reviewed faculty member has made substantial and impactful contributions to [additional area].] {May add detail}

#### [Very Good: The reviewed faculty member has made substantial contributions to [additional area].] {May add detail}

#### [Satisfactory] OR [Effective]: The reviewed faculty member has made acceptable contributions to [additional area], and the evidence in the file suggests that future contributions will continue to be at least [satisfactory] OR [effective].] {May add detail}

#### Not Satisfactory: The reviewed faculty member has made insufficient contributions in service. {May add detail}

# Tenured Faculty Review (TFR) Committee

The TFR Committee is appointed by the cognizant Senior Vice President with recommendations from the Department Chair and Dean as described by State Law ([§53B-2-106.1](https://le.utah.gov/xcode/Title53B/Chapter2/53B-2-S106.1.html?v=C53B-2-S106.1_2024050120240501)) and [Policy 6-321](https://regulations.utah.edu/academics/6-321.php).

The TFR Committee consists of the following three subcommittees and at least two tenured faculty peers from outside the unit who may serve on any of the subcommittees:

* Tenured Faculty Peers Subcommittee (TFPS), as described below.
* Academic Unit Leadership Subcommittee (AULS), [made up of the Department Chair and Dean or designee(s)] OR, FOR SINGLE-DEPARTMENT COLLEGES [made up of the Dean and [please describe], selected by the Dean] OR [a tenured faculty peer from outside the college, selected by the Dean]].
* University Leadership Subcommittee (ULS), made up of the cognizant Senior Vice President and cognizant Associate Vice President for Faculty or designee(s).

### No member of the TFR Committee may participate in their own review.

## Tenured Faculty Peers Subcommittee (TFPS)

*{****Prep Note 8****. Academic units should choose an option in each section identifying the composition of the TFPS and the selection process. If External Tenured Faculty Peers will serve on the TFPS, please indicate the selection method.}*

### [Option 1] There is one TFPS to conduct all TFRs for the year.

#### TFPS membership consists of [all tenured faculty members] OR [all tenured faculty members at or above the rank of the reviewed faculty member] OR [all tenured faculty members at the rank of professor] from within the Department. [The TFPS [may OR will] also include external tenured faculty members, as described below.]

#### OR

#### TFPS membership consists of [# tenured faculty members] OR [# tenured faculty members at or above the rank of the reviewed faculty members] OR [#] tenured faculty members at the rank of professor] from within the Department, [elected annually by unit faculty and recommended by the Department Chair] OR [recommended annually by the Department Chair]. [The TFPS [may OR will] also include external tenured faculty members, as described below.]

#### OR

#### TFPS membership consists of [#] representatives from each Department/School in the College] OR [[#] representatives from each Department/School in the College at or above the rank of the reviewed faculty member] OR [[#] representatives from each Department/School in the College at the rank of professor] [elected annually by unit faculty and recommended by the Dean] OR [recommended annually by the Department Chair and recommended by the Dean] OR [recommended annually by the Dean].

### OR

### [Option 2] There is a different TFPS for each reviewed faculty member for the year. In each TFPS, there are [#] tenured faculty members] or [[#] tenured faculty members at or above the rank of the reviewed faculty member] OR [[#] tenured faculty members at the rank of professor] from within the Department [elected annually by unit faculty and recommended by the Department Chair] OR [recommended annually by the Department Chair] OR [recommended annually by the Department Chair with input from the reviewed faculty member]. [The TFPS [may OR will] also include external tenured faculty members, as described below.]

OR

[Option 3] [describe your unit’s system]

### [The TFPS shall elect a Chair] OR [The Department Chair shall select the TFPS Chair from among its membership] OR IN SINGLE DEPARTMENT COLLEGES [The Dean shall select the TFPS Chair from among its membership]. The TFPS shall allocate duties as it deems appropriate.

### If there are not a sufficient number of tenured faculty peers eligible to serve on the TFPS, the Department Chair will consult with the Dean’s Office for guidance regarding the “Small Academic Unit Rule” (as described in Policy 6-303).

## External Tenured Faculty Peers

At least two external tenured faculty peers will serve on the TFPS, AULS, and/or ULS, as follows.

### [Option 1] The external tenured faculty peers requirement is fulfilled by the college-level TFPS, as described in IV.A.3 above.

OR

### [Option 2-available only to multi-department colleges] The external tenured faculty peers requirement is fulfilled by the Dean on the AULS and the cognizant associate vice president for faculty (AVP) on the ULS. If the Dean and/or cognizant AVP are/is from the same Department as the reviewed faculty member(s), [the Dean and/or cognizant AVP will select a designee from a different academic unit.] OR [Describe how the external member(s) will be identified if the Dean and/or cognizant associate vice president are from the same academic unit, drawing from Option 4 or Option 5 below.]

OR

### [Option 3] One required external tenured faculty peer will be fulfilled by the [cognizant associate vice president for faculty (AVP) on the ULS] OR [Dean on the AULS] and

#### [Option 3.1] the Dean of this single-department college will select a second member of the AULS from outside of the college. {May add detail}

#### [Option 3.2] the second tenured faculty peer will be appointed to the Tenured Faculty Peers Subcommittee (TFPS). [Describe how the external member(s) will be identified, drawing from Option 4 or Option 5 below] If the [cognizant AVP] OR [Dean] is from the same Department as the reviewed faculty member(s), [the [Dean] OR [cognizant AVP] will select a designee from a different academic unit] OR [Describe how the external member(s) will be identified, drawing from Option 4 or Option 5 below]

OR

### [Option 4] [[#] tenured faculty members] OR [[#] tenured faculty members at or above the rank of the reviewed faculty member] OR [[#] tenured faculty members at the rank of professor] from outside the [Department] OR [College] OR [University] [recommended by the reviewed faculty member and recruited for appointment to the TFPS by the [Department Chair] OR [Dean]] OR [recruited and recommended for appointment to the TFPS by the [Department Chair] OR [Dean].

OR

### [Option 5] [describe your unit’s system.]

#### If the TFPS includes outside members who are from a different degree-granting institution, each outside member must sign a non-disclosure agreement prior to the materials being shared.

# Procedures

## Notifications

### By [August OR December] 15, the Department Chair shall provide notice to the faculty member undergoing a review of (1) the file closing date, (2) the information and materials the faculty member is required to submit for the TFR File, and (3) the faculty member’s right to submit any additional information they desire for consideration.

### By [September OR January] 15, the membership of the TFPS, AULS, and ULS shall be determined and appointed.

### By [September OR January] 30, the Department Chair shall provide notice to the Tenured Faculty Peers Subcommittee of the faculty members due for review.

### [At least three weeks prior to the file closing date, the Department Chair shall provide notice to the Department’s faculty and staff of the scheduled reviews for the year, and notify them of the opportunity to submit signed written statements to be included in the TFR file by the specified file closing date.]

### If the reviewed faculty member has a shared appointment in another academic unit (see Policy 6-303 and Policy 6-001), the Department Chair must notify that unit’s administrator of the review at least thirty (30) calendar days in advance of the file closing date. The Department Chair shall make the file available to the shared-appointment unit as soon as the file closes, and the shared-appointment unit will submit a report to the Department Chair by ten (10) business days following the file closing date. Any such report will be added to the TFR file and a copy provided to the reviewed faculty member, who shall have the opportunity (but not requirement) to respond.

## The TFR File

### The faculty member undergoing a TFR shall submit the following items:

#### an updated curriculum vitae;

#### a personal statement that includes a description of the tenured faculty member’s applicable review criteria (e.g., research/creative activity, teaching, service, librarianship and/or clinical activities) activities engaged in that support the faculty member having met the relevant standards for the TFR, and how an improvement plan or remediation plan has been addressed if applicable;

#### evidence of research/creative activity;

#### evidence of teaching activity;

#### evidence of service activity;

#### [evidence of librarianship and/or clinical activity, if relevant;]

#### evidence of any intellectual property owned wholly or partly by the faculty member;

#### commercialization efforts attributed to the faculty member, as relevant; and

#### any additional evidence the faculty member chooses.

### The [TFPS Chair] OR [Department Chair] shall include the following items in the TFR file as applicable:

#### the written academic unit workload policy and any tenured faculty member’s written workload agreement (redacted as needed);

#### course feedback reports for the past five years;

#### [at least [one+] peer teaching observation conducted within [# of years] prior to the beginning of the TFR] OR [a different type of evidence of teaching activity, as described here]

#### annual performance reviews since the last TFR or RPT review (dated 2025 or later);

#### curriculum vitae, reports, and responses from the most recent TFR or RPT review, if applicable;

#### final documentation from sanctionable violation(s) of university regulations (see Policies [6-321](https://regulations.utah.edu/academics/6-321.php) and [6-316](https://regulations.utah.edu/academics/6-316.php));

#### any improvement plan or remediation plan from the most recent TFR review;

#### [a written summary and/or analysis of any research/creative activity, teaching, service, librarianship, and/or clinical contributions by the reviewed faculty member that the Department Chair is aware of as administrator of the Department;]and

#### any signed, written report submitted by the head of the unit with whom a faculty member’s appointment is shared, which is due ten (10) business days after the file closing.

### Faculty Member’s Rights Regarding the TFR File

#### The reviewed faculty member is entitled to see all contents of the TFR file upon request at any time during the review process[ except any materials protected by confidentiality]. The faculty member may respond to any item in the file by written comment submitted within five (5) business days after the specified file closing date. If the file includes a signed written report from a shared-appointment unit, the faculty member may submit a written response within five (5) business days after receipt of the shared-appointment unit report.

## File Closing

*{****Prep-Note 8.*** *The file close date should be at least four weeks after the notification date to allow time for the reviewed faculty member to prepare the materials.}*

### The file shall be closed no later than [date]. The file shall be made available to the TFPS only after the faculty member has responded to or waived their opportunity to respond to any item in the file.

## TFPS Meeting and Report

*{****Prep-Note 9.*** *The meeting date chosen here should be at least 20 days after the file close date chosen above to avoid any conflict with the shared appointment requirement.}*

### The TFPS meeting shall take place no later than [November or March] 1.

### All TFPS deliberations and documents are personnel actions and should be treated with confidentiality in accordance with University policy and state and federal law.

### Whenever practicable, the TFPS Chair shall advise all TFPS members on leave or otherwise absent of the review and shall request their written opinions in advance of the meeting. Absent members’ written opinions shall be disclosed at the meeting, and their votes regarding the TFPS Report shall be counted and recorded the same as other votes.

*{****Prep-Note 10:*** *The following provision is optional and may be current practice in a unit. Academic Units should deliberate on whether inclusion of this is beneficial in light of the updated TFR process.}*

### [Optional: The Department Chair, Dean, and other administrative officials who are eligible by regulations to make their own recommendations in an administrative capacity may attend the meeting, and upon invitation by the majority vote of the committee, may participate in the discussion. By majority vote the TFPS Committee may move to executive session, from which nonvoting participants may be excluded.]

### The TFPS will meet to discuss the file and to prepare a draft report rating the faculty member’s performance in research/creative activity, teaching, and service. [Department may include other criteria areas as appropriate (e.g., librarianship and/or clinical activities)]

### The TFPS report shall include:

#### a specific and separate rating of each review criteria area (research/creative activity, teaching, and service; and librarianship and/or clinical work, if applicable), including a specific statement regarding whether the work is at least [satisfactory] OR [effective] OR [required minimum rating] in each criteria area;

#### support for the ratings of each review criteria area with analysis of evidence from the file;

#### discussion and consideration of any document submitted by the shared-appointment unit, if applicable; and

#### if relevant, commendations and/or strategies and recommendations related to a reviewed faculty member’s performance in the relevant criteria areas.

### [The TFPS [may] OR [will] consult with the faculty member while preparing the report to ensure accuracy of included information or to discuss any contemplated recommendations.]

### Following the TFPS meeting, the draft report must be shared with the members of the TFPS for at least two (2) business days and no more than five (5) business days, and if needed, revised and then approved by the TFPS based on review and received feedback.

### The draft report, with approved revisions, will become the TFPS Report when approved by vote of a majority of the TFPS. The report will be signed by the TFPS Chair.

### The TFPS Chair shall send the TFPS Report to the reviewed faculty member, who has the opportunity but not the obligation to respond in writing within seven (7) business days.

### Following receipt of the reviewed faculty member’s response or notification that they do not wish to submit a response, or following seven (7) business days, the TFPS Chair shall send the complete TFR file to the Academic Unit Leadership Subcommittee (AULS).

# Procedures beyond the TFPS Level

### Subsequent procedures, including the potential involvement of the University Promotion and Tenure Advisory Committee (UPTAC) and the development of any required improvement or remediation plans, are described in [Policy 6-321](https://regulations.utah.edu/academics/6-321.php) and other University Regulations.

# Appendix A: Statement Approvals

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| --- | --- | --- |
|  |  |  |
| *Senate Faculty Review Standards Committee Approval* |  | *Date* |
|  |  |  |
| *Cognizant Senior Vice President Approval* |  | *Date* |