

College of Science
SCHOOL OF BIOLOGICAL SCIENCES

Tenured Faculty Review Statement (“TFR Statement”)

Approved by School of Biological Sciences Faculty on November 14, 2018

I. Purpose

This document describes the criteria, standards, evidence and procedures that will be used to evaluate tenured faculty in the School of Biological Sciences (“School”) reflecting the faculty member’s performance in the areas of teaching, research and service. It constitutes the School’s TFR Statement required by University Policy 6-321.

The objective of tenured faculty review is to assure the University that the purposes of tenure guarantees are being met within this School. A secondary purpose is to identify any problems that might be addressed to improve the satisfaction and performance of tenured faculty members.

Each tenured faculty member shall be reviewed annually (see below) and every five years through a more in-depth post-tenure review process. This in-depth review is scheduled every fifth year following promotion to tenure unless the faculty member in question has received a formal RPT review in the interim, in which case the 5-year review clock is reset. Reviews can be waived for faculty members who have entered into a phased retirement agreement. Tenured faculty scheduled for review in the year of a sabbatical or other sanctioned leave will be reviewed in the next non-leave academic year. Similarly, the School Director (“Director”) is exempted from review until her/his appointment as Director has concluded.

II. Tenured Faculty Review Procedure

1) Notice to participants and timeline

- a) First notice is given in the Spring semester prior to the review year to the School TFR Committee (“TFR Committee”) and the faculty members to be reviewed, identifying the faculty members due for review each year. An example timeline will be provided to all parties.
- b) Second notice is given to the faculty member undergoing a review thirty (30) days before the file closing date of (1) the file closing date, (2) a list of the information and materials the faculty member will be required to submit for the TFR file, (3) an invitation to present a School seminar and (4) an invitation to submit any additional information the faculty member desires the TFR Committee to consider. The School seminar is required except where the faculty member has transitioned to an increased teaching contribution, in which case the seminar is optional.
- c) Notice will be given to the School’s tenure-line and career-line faculty members of the scheduled reviews for the year, and their opportunity to submit any pertinent comments and information (in writing and signed) to be included in the TFR file by the specified file closing date.

- d) If the reviewed faculty member has a shared appointment with another department, the TFR review will be conducted within the School as for any other faculty member.
- e) If the reviewed faculty member has a shared-appointment agreement with an interdisciplinary program or with a unit that was an interdisciplinary program (see [Policy 6-303-III-C](#), and [Policy 6-001-III-A](#)), notice must be provided to the program administrator at least 30 days in advance of the file closing date requesting that the program submit a report regarding the faculty member's contributions to the TFR Committee.

2) **TFR File**

A. A faculty member undergoing a TFR Review shall submit the following items:

- (1) *Curriculum vitae*. The faculty member shall provide a current, complete long-form curriculum vitae (CV).
- (2) *Written summary*. The faculty member shall provide information *limited to the past 5 years* (period of review) in the following categories: Publications, grant proposals submitted with result (funded/declined/pending), teaching, service, awards, trainees (postdocs, graduate and undergraduate students, etc.), invited seminars, and future professional plans. A template will be provided. The research details should be understandable to non-scientists at other University levels of review.
- (3) *Other*. The faculty member may provide any other information she/he wants to be included in the TFR file.

B. Information from Director and Division Head to be included in the file:

- (1) The Assistant to the Director shall compile and place in the file *teaching evaluation* results for the relevant period and any other indicators of quality of teaching (e.g., assessments from peer observations, analyses of teaching and teaching materials conducted by peer observers).
- (2) The Assistant to the Director shall compile and place in the file information regarding participation in School governance, including attendance at faculty meetings and official departmental activities.
- (3) The Assistant to the Director shall add to the file all *prior TFR reports*, any signed, written information submitted for purposes of the review by any tenure-line or career-line member of the School faculty, and any written report submitted by the head of the unit with whom a faculty member's appointment is shared.
- (4) The Division Head shall add to the file a short summary of the *candidate's teaching, research, and service contributions* and any other relevant information.

C. Faculty member's rights regarding TFR file: The faculty member is entitled to see all contents of the TFR file upon request at any time, except any letters protected by confidentiality (e.g., from earlier RPT reviews). The faculty member may respond to any item in the file by written comment submitted within seven (7) business days after the specified file closing date.

D. File closing date: The file shall be closed on the date specified in the notices given the faculty member and others by the Director, which shall be at least seven (7) business days

before the TFR Committee meets and prepares its report. The file shall be made available to the TFR Committee as of the file closing date.

3) **TFR Committee Membership and Report**

A. Committee Membership: The TFR Committee for each faculty member under review shall have three members: one Chair, one Representative, and one Committee Member as follows:

- a. TFR Committee Chair: The Chair will be elected annually by the faculty and must be of rank Professor or higher. No faculty member who is under 5-year review may serve as Chair during the year of their own review.
- b. TFR Representative: Each faculty member under review will select one tenured faculty member to serve as a Representative for their review.
- c. TFR Committee Member: One additional tenured faculty member will be chosen by the TFR Chair for each faculty member under review. This selection should be made after the designation of the Representative so that appropriate topical breadth can be considered. No faculty member who is under 5-year review may serve as Committee Member during the year of their own review.
- d. All members must be tenured faculty within the School and have the same or higher rank as the reviewed faculty member. The Director, Associate Director, and Division Leaders may not serve on the TFR Committee.

B. TFR Committee Report. After reviewing the file, the TFR Committee shall prepare a report that reflects the faculty member's performance in the areas of teaching, research, and service; the report should not be based on any single area. For a shared-appointment, the TFR Committee report shall reflect discussion and consideration of any report submitted by the alternate department or interdisciplinary academic program. All members of the TFR Committee must approve and sign each report.

- (1) The TFR Committee's report shall include a summary of the faculty member's *accomplishments, future plans and opportunities for further improvement and/or professional development*. It must include the committee's overall *findings and recommendations* and, include a *specific statement* of whether the faculty member has made meaningful and sustained contributions in her/his role that meet the standards for a tenured faculty member in the unit. When appropriate, the report should include commendations and/or strategies, timelines (including those for follow-up reviews), and recommendations for improvement of a faculty member's performance.

The TFR Committee may choose to consult with the faculty member while preparing a final version of the report to ensure accuracy of included information or discuss any contemplated recommendations.

- (2) Confidentiality. All TFR Committee deliberations are personnel actions and should be treated with confidentiality in accordance with policy and law.
- (3) Candidate receipt and opportunity to respond. The TFR Committee's report then shall be sent to the reviewed faculty member as well as the Director for endorsement. The reviewed faculty member has the opportunity to respond to the TFR Committee's report within seven (7) business days of receiving it, by ₃

submitting a written response to the TFR Committee.

- (4) The TFR Committee's report, and any written response of the reviewed faculty member, will be included in the TFR file and forwarded to the Dean, College of Science.

4) Abbreviated Annual Reviews

In the years between the formal 5-year TFRs, materials for review will consist of 1) the official University Faculty Activity Report and 2) an updated Curriculum Vitae, including all relevant information that the candidate would like to be considered for this review, such as work in progress or unfunded/pending grant proposals. Item 2) must be submitted by January 15. These materials will be reviewed by the Executive Committee and used in part as the basis for merit increases and teaching and service assignments.

Approved by:

Dean, College of Science Henry White on 12/10/18

Senior Vice President for Academic Affairs _____ on _____

Senate Faculty Review Standards Committee _____ on _____