DEPARTMENT OF FAMILY AND CONSUMER STUDIES
Tenured Faculty Review Procedures
(Revisions approved in March 8, 2000 faculty meeting)
(Yes = 9, No = 0, Abstain = 2)

Overview

In accordance with University policy, each tenured faculty member will be reviewed every five years. The purpose of these reviews is to enhance the individual faculty member's professional development and promote the overall effectiveness of the Department.

Scheduling of Review

There are several exceptions to the regular scheduling of senior faculty reviews. First, a review may be postponed for one year for valid reasons, such as severe illness or absence from campus on a sabbatical or leave of absence. Second, a review may be canceled in cases of retirement or resignation within two years of the scheduled review date. Third, a review for promotion can serve in lieu of a regular five-year review.

Composition of Review Committee

The review committee (Committee) consists of three or more faculty members, one appointed by the Department Chair, one elected by the Department faculty, and one selected by the faculty member being reviewed (in that order). The person selected by the faculty member under review (reviewee) may come from another department. If this is the case, the Department faculty will elect an additional member to the review Committee from within the Family and Consumer Studies (FCS) faculty. At least one member of the review committee must be a tenured member of the FCS faculty.

Evaluation Criteria

The faculty member being reviewed should submit all pertinent information and documentation to the review committee, including publications, unpublished manuscripts, teaching evaluations, and a current vita. In addition, the faculty member must submit written statements describing:

1. activities in teaching, research/scholarship, and service during the past five years;
2. plans for the coming five years in these areas;
3. anticipated role in the department, especially if this involves a change in the balance of teaching, research, and service; and
4. special needs for time, money, space, equipment, and other support.

The relative emphases placed on research, teaching, and service should be consistent with the goals of the Department.

Structure of Review Process

1. The reviewee shall provide the Committee with all stipulated materials by February 1st of the academic year of the review. The file will be kept in the main office for the Committee to check out to review.

2. The candidate and the Committee will each submit a list of potential external reviewers, detailing their qualifications and relationship to the candidate (if any). The candidate specifies in writing whether s/he waives the right to read the external letters of review and know the identities of their authors. The Department Chair constructs a list of two recognized experts in the field or fields of the reviewee's work. At least one reviewer must appear from the reviewee's list. In soliciting external reviewers, the letter from the department chair must describe the Department's intent to share with the reviewee, to the maximum extent consistent with the preservation of reviewer anonymity, the contents and exact wording of the letters.

3. The Chair sends out the materials to the external reviewers in early February.
4. Once the external reviewers have provided feedback, the Committee then meets to discuss the file and write a summary report. This summary report may suggest a variety of recommendations, such as time off for course improvement or to reignite a research program. In extreme cases, the committee may recommend initiation of termination proceedings.

5. A draft report must be supplied to the faculty member under review by March 30. If either party desires, the Committee and the reviewee may meet to discuss the report prior to its submission to the Department Chair. In a separate document, the reviewee may submit commentary or rebuttal.

6. In a separate document, the reviewee may submit to the Department Chair commentary or rebuttal.

7. The Department Chair must receive the review committee report by April 15, then discuss it with the reviewee along with any suggestions the Chair might wish to make. They will work together in trying to identify specific actions to be taken by the faculty member and/or the Department.

8. The Department Chair will submit a final report to the Dean by May 1st. The faculty member will receive an advance copy of this report and will be invited to attach additional commentary or rebuttal.

**Department Chair's Responsibility**

The Department Chair should guide the entire review process. S/he should ensure that (1) the committee reports are submitted on time; (2) committees have proper staffing and access to information; and (3) the procedure outlined here is being followed. Finally, the Chair must help maintain a constructive atmosphere.