Tenured Faculty Review Procedures and Standards

Adopted by College of Law Faculty March 2008

Preamble

The purpose of Tenured Faculty Review (TFR) at the College of Law is to assist faculty members in their careers and to enhance each member’s contribution to this College and the University. The TFR process is also designed to ensure that tenured members of the faculty continue to perform the duties and responsibilities expected of tenured faculty. To that end, 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 to work together to improve the College of Law.

Procedures

(a) Each tenured faculty member will be reviewed every five years following the award of tenure. TFR of a particular faculty member may be postponed for no more than two years for good cause, such as illness, absence or administrative status, or to avoid overloading the review committee. The Associate Dean for Academic Affairs will maintain and update annually a schedule of tenured faculty reviews, and identify faculty members scheduled for review every year to the Chair of the Tenured Faculty Review (TFR) Committee. Reviews will generally be conducted during the fall semester of the review year.

(b) TFR will be conducted by a TFR Committee composed of three persons elected by the entire full-time faculty and one chairperson appointed by the Dean, for staggered terms of office of two years such that two new members join the committee every year. All tenured faculty members, except for the Dean and those under review, are eligible to serve on the TFR Committee.

(c) The TFR Committee will be responsible for gathering pertinent information, consulting with reviewees, assessing the contribution of a reviewee to the institution, recommending ways in which a reviewee can achieve his/her or institutional goals, and submitting a report to the Dean. The pertinent information to be gathered by the TFR Committee will include: the reviewee’s current resume; a personal statement of professional accomplishments in the past 5 years and goals for the next 5 years; scholarly work; course materials and examinations; information on teaching and other work with students; information on service; and information from other faculty, students, staff, administrators and outside reviewers. The information gathered for each reviewee shall be maintained in an individual file. Each reviewee shall have access to all information in his/her file at all times, except for any confidential letters received from outside reviewers.

(d) The Committee will meet with each reviewee at the outset of the review process to describe the nature of the review, and to receive the reviewee’s comments or suggestions regarding the review process and the information to be gathered.

(e) The TFR Committee thereafter will prepare its report, together with recommendations, in draft form, and submit it to the reviewee; discuss the draft with the reviewee; receive the reviewee’s comments and suggestions; and prepare a final report, together with recommendations, and submit it
(and the reviewee’s comments, if any) to the Dean, with a copy to the reviewee. Barring extraordinary circumstances, the reviews will be completed by March 30 of each year.

(f) In consultation with the reviewee, the Committee may restrict distribution of information it has gathered or its report and recommendations as it deems appropriate.

(g) The Dean shall consult with the reviewee and develop any plans for improvement of his/her performance, and forward a report and any recommendations to the Senior Vice President for Academic Affairs.

Standards

The TFR process is designed to enhance each member’s contribution to this College and University, and to ensure that tenured members of the faculty continue to perform the duties and responsibilities expected of tenured faculty. In conducting reviews, the committee and the dean assess the faculty member’s continuing teaching effectiveness, scholarly productivity, and service activities. Tenured faculty are also expected to serve as mentors and role models for other members of the faculty, as evidenced by formal and informal mentoring relationships, attendance at and participation in law school academic and public programs, and a willingness to review and assist with scholarship by other members of the faculty by attending colleagues’ scholarly presentations or reading and commenting on their written work. The committee will recognize, however, that contributions by different reviewees may differ according to the reviewee’s academic subject area; the needs and goals of the institution; and the needs, talents and the goals of each individual reviewee. The Committee shall recognize that each individual possesses a unique combination of abilities and interests and make its review and recommendations in a manner that is constructive and individualized and not productive of conformity.