

**PROCEDURES FOR
POST-TENURE FACULTY REVIEWS
IN THE
DIVISION OF OCCUPATIONAL THERAPY
COLLEGE OF HEALTH
UNIVERSITY OF UTAH**

(September, 2005)

PROCEDURES

Procedures for post-tenure faculty reviews in the Division of Occupational Therapy are formulated by the chairperson, in consultation with the department faculty, and submitted to the dean of the college and to the vice president for academic affairs for approval. Any revision of these procedures is subject to a similar approval process.

Recurring five-year, post-tenure reviews of faculty in the Division of Occupational Therapy involve an informal review process. This informal review involves evaluation of the candidate's file by a Departmental committee consisting of at least 3 tenured Associate and/or Full Professors (at the same or higher rank as the candidate), the Department Chair, and by the Dean of the College of Health. As with other informal RPT reviews, this post-tenure review does not involve letters from external reviewers or a review by the Student Advisory Committee.

The faculty member being reviewed is notified that s/he is expected to submit materials documenting his/her professional activities during the preceding 5-year period. A faculty review committee evaluates the research, teaching and service activities of the faculty member being reviewed and determines if the faculty member is meeting expectations or not.

CANDIDATE'S FILE

The candidate's file submitted in conjunction with this review should include whatever materials s/he deems relevant for consideration by the committees and individuals who will be evaluating his/her performance. At a minimum, these should include:

1. Current Curriculum Vitae
2. Research Documentation (i.e., a list of publications, grants, and other research activities for the preceding 5 years; samples of publications, grants, etc. may also be included.)
3. Teaching Documentation (i.e., a list of courses taught during the past 5 years and course evaluations for those courses; syllabi, exams, new class

development may be submitted, as well as list of graduate committees served on, workshops or courses offered etc.).

4. Documentation of Service Activities (e.g., department, university, professional service, offices held, etc.)

The candidate may also elect to include a "Personal Statement" outlining or explaining any other professional matters that s/he deems pertinent for the review process.

After the candidate's file is evaluated within the Department, the Department Review Committee's Recommendation and the Department Chair's Recommendation will be added to the file, and it will be forwarded to the Dean for consideration. If, as a result of the review procedure, the candidate is deemed not to be performing at a level expected of a tenured member of his/her department, the chairperson, together with the Dean, shall consult with the faculty member in question and develop strategies for improvement of his/her performance.