

Procedures for Five-Year Review of Tenured Faculty
Department of Writing & Rhetoric Studies
Spring 2020

1. Following University Policy 6-321 (<https://regulations.utah.edu/academics/6-321.php>), an in-depth review shall be conducted every five years for the tenured faculty by the Executive Committee. The first such review takes place five years after the award of tenure and then once every five years thereafter. Tenured faculty reviews are meant to be both formative and consultative, and they aim to help tenured faculty continue to meet and exceed the high expectations of the department, college, and university.
2. Early in the spring semester, the faculty member under review, in consultation with the department chair, will assemble pertinent materials for the preceding five years, including a curriculum vitae, teaching evaluations, and scholarly or creative work, published and unpublished. The faculty member should also compose a written statement concerning her or his record for the previous five years as well as plans for the immediate future.
3. The Executive Committee will review the file and, if necessary, request clarification or additional information. The faculty member's scholarship, teaching, and service should all be discussed, and one member of the committee should prepare minutes of the discussion. The Executive Committee will prepare a report based on the minutes, along with any recommendations that it may choose to make. After the report is circulated to all members of the committee and they agree that the report accurately reflects their discussion, the report will be submitted to the department chair.
4. The department chair will share the report with the colleague being reviewed and invite her or him to make any additions, corrections, or omissions in the summary of her or his record in the report. The colleague has five business days to do so. The revised summary of her or his record in the report will be shared with the Executive Committee and the department chair.
5. On the basis of the Executive Committee's advice and the candidate's own assessment of the record, the department chair will compose a letter, with commendations and recommendations to the faculty member under review. The faculty member will again be invited to respond to the chair's letter within five business days. The response will be shared with the Executive Committee and the department chair.
6. The department chair will submit to the Dean of the College his or her letter, the Executive Committee's report, and the CV of, and any responses by, the colleague under review.
7. After the process is completed, the department chair and the colleague under review may meet to discuss its outcome. If the Executive Committee finds one or more areas of the faculty member's performance unsatisfactory and the chair agrees with their judgment, the chair and the colleague will work together to develop a plan of action that the colleague under review will implement to address the recommendations that the Executive Committee has advanced.

8. Should the faculty member disagree with the assessment of the Executive Committee and the department chair, she or he may appeal to the College's Retention, Promotion, and Tenure Committee and the Dean.