

## **Post-Tenure Review Policy and Procedures**

The policy establishes the university-wide standards for performance appraisal and provides for department/unit adaptation of the standards. It establishes the procedures for review of the teaching, scholarship and service responsibilities of faculty members using those standards. In addition, it provides a mechanism for development of university-wide student assessment of instruction.

### **A. Standards**

1. The university-wide standards describe the level of performance expected of faculty members in the areas of teaching, scholarship, and service. It is recognized that there are variations in faculty assignments, teaching styles and interests. Moreover, it is recognized that pedagogy and methodology may differ between departments. For that reason, not all of the standards may be applicable for review of a given faculty member. However, because of the importance of the tenured faculty to the University, these persons should demonstrate capability in the three areas previously mentioned using the unit-specific standards derived from the university-wide standards given below:

#### **Teaching -**

- Meets expected program/departmental outcomes/objectives for the course taught.
- Is knowledgeable of current developments in one's discipline and retains clinical/professional competence as appropriate.
- Demonstrates consistency in the application of a defined teaching methodology.
- Meets individual student needs through established office hours and advising of designated student advisees.
- Presents material in an organized fashion.
- Provides course guidance by a syllabus with course outline, objectives, basis for evaluation, and grading policy.
- Evaluates student learning consistent with course objectives.
- Provides timely and corrective feedback to students.
- Maintains a classroom atmosphere that is conducive to learning and respectful of differences.
- Participates in departmental deliberations on curricular and pedagogical matters.

#### **Scholarship -**

- Participates in curriculum innovation and development.
- Demonstrates evidence of scholarly activity including research, creative activity, or application of research or pedagogy in one's discipline or area of professional responsibility.
- Remains current in the field as evidenced by attending professional meetings, giving presentations, or publishing papers.
- Participates in professional development activities and demonstrates continued professional growth.

#### **Service -**

- Serves on departmental, college and University committees.
- Is a member of appropriate professional organizations.
- Participates in community activities that are professionally related.
- Engages in voluntary service to the University community including student organizations.

## **B. Post-tenure Review Process Original Documentation**

1. During the first part of the 1998-99 academic year, the colleges/departments will adapt the university-wide standards of performance to reflect the specific needs of the college/department, such as standards for clinical instruction, consulting, program and accreditation review, etc. By February 1, 1999, the department head or equivalent, providing an opportunity for input from the faculty, will submit proposed modifications to the standards for approval to the dean or the Vice President for Academic Affairs (VPAA), if there are no department heads. If the majority of the faculty agree on the unit specific adaptations, that information shall be forwarded to the dean by the faculty. The dean or VPAA shall approve or modify the unit-specific standards on or before March 1, 1999. If they do not adopt the standards submitted by the department head or equivalent, the dean or VPAA must inform the faculty, in writing, of the reasons for modifying the proposed standards.

2. A list of the recommended components of the faculty portfolio for the department/college will be submitted to the dean for information by March 1, 1999. The department head or equivalent will develop the list after actively seeking input from the faculty. If the majority of the faculty agree on the components of the portfolio, that information shall be forwarded to the department head or equivalent by the faculty. In addition to student assessment of instruction, the portfolios may include a current resume, faculty self-assessment, faculty peer review, administrative observation, and other supporting documentation. These portfolios will be utilized for all reviews conducted after July 1, 1999. The department head must inform the faculty, in writing, of the reasons if the list of portfolio components adapted by the faculty is not adopted.

3. Standards of expected performance in areas other than scholarship and service have yet to be developed for the librarians and counselors. These standards will be developed by a representative group of faculty members and administrators appointed by the VPAA. The VPAA will appoint the committee by May 15, 1998. The committee will submit standards to the VPAA by September 1, 1998. The VPAA will accept or modify the standards by October 1, 1998. The standards for counselors and librarians will then be adapted as given in Section 2 above.

4. The reviews of the first group of faculty will be undertaken during the 1998-99 academic year. By May 8, 1998, the department head or equivalent administrator, with input from the faculty, submits the initial order in which tenured faculty members will be reviewed to the dean. The initial schedule should provide that all tenured faculty members are reviewed once within a five-year period. ***This policy was amended by the Vice President of Academic Affairs as of November 15, 2007 changing the review period to once within a five-year period.*** The department head or equivalent administrator shall solicit volunteers for review prior to determining the initial list. This

order should be flexible so faculty members desiring to combine post-tenure review with application for promotion/merit may request an early and concurrent post-tenure review. As additional faculty members become tenured, they will be added to the list so that they are reviewed in the fifth year after their tenure becomes effective. ***This policy was amended by the Vice President of Academic Affairs as of November 15, 2007 changing the review period to the fifth year after tenure becomes effective.***

5. By May 15, 1998, their respective deans will officially notify faculty members scheduled for post-tenure review during the 1998-99 academic year. The faculty members will receive a copy of the university-wide standards. They will submit material similar to that required by the promotion/merit committee in their respective units but directed to the list of university-wide standards describing the level of performance expected of faculty members in the areas of teaching, scholarship, and service. In all subsequent years, the notification will be done by May 1.

6. On or before December 1, the faculty member being reviewed shall submit his/her portfolio to the evaluator. In many cases, the evaluator will be the department head. In those colleges where there are no departments, the dean or another administrator designated by the dean will be the evaluator. It is recognized that data from the University-wide standardized student assessment of instruction instrument will not be available for reviews in the 1998-99 academic year.

7. On or before January 30, the evaluator will meet individually with faculty members to discuss the post-tenure review evaluation. The individual faculty member shall receive a preliminary copy of the post-tenure review evaluation at least ten working days before the meeting is scheduled. This session will include a discussion of progress toward meeting program/departmental/ college goals and exploration of faculty development opportunities that might be appropriate.

The review will indicate the faculty member's strengths and weaknesses. The evaluator may state that the performance exceeds department/unit expectations.

Each faculty member being reviewed will develop a written document outlining goals for the faculty member for the coming review cycle; a mechanism for determining progress toward those goals will be included. This document will be developed in consultation with the evaluator involved. This information in the development plan will be used as the basis for the next evaluation. If performance in a given area is deemed deficient, the next review may be scheduled as soon as one year or up to four years in the future. The faculty member will receive a copy of the plan and will sign the development plan indicating that the plan has been discussed with the faculty member. A faculty member may request that another faculty member attend the discussion of the post-tenure review evaluation. The faculty member who disagrees with all or part of the evaluation has fifteen working days from the date of the meeting to respond to the evaluation in writing to the evaluator. The post-tenure review evaluations and written responses, if any, will be forwarded to the dean or the next highest administrator on February 21.

Also if the faculty member disagrees with the evaluation, he/she may request a meeting with the next highest administrator. This request must be made within 15 working days of the meeting with the evaluator. Upon such a request, the administrator shall meet with the faculty member to discuss the review within 15 working days of the request. The administrator will give the faculty

member a written response to his/her areas of disagreement within 15 working days of the meeting. This appeal right is limited to one level above the evaluator.

8. The dean shall submit his/her report on the post-tenure review process to the VPAA on or before March 15. On completion of the process, the portfolio is returned to the faculty member. The dean will forward the post-tenure review evaluation and the faculty response, if any, to HRD for placement in the faculty member's official file. All correspondence resulting from review by the next highest administrator will also be placed in the official file in HRD. The original evaluation and all subsequent correspondence will be considered to be the post-tenure review.

9. On or before April 15, the VPAA will report on the post-tenure review process to the President.

### **C. Summary of Calendar After the First Year**

**May 1** - The dean notifies faculty members that they will be reviewed the following year and provides them with a copy of the departmental/college expectations and a list of material to be included in the portfolio.

**December 1** - Portfolios for evaluation are submitted to the evaluator. Data from student assessment of instruction must be considered in the evaluation.

**January 30** - Last day to hold the meeting between administrator and faculty member to discuss post-tenure review evaluation. Faculty member must receive a preliminary post-tenure review evaluation at least ten working days prior to the scheduled meeting. Faculty member must submit written response within fifteen (15) working days of the meeting to be included as part of the post-tenure review evaluation.

**February 21** - Evaluator forwards post-tenure review evaluation and the written response of the faculty, if one exists, to the Dean or VPAA if appropriate.

**March 15** - The Dean forwards his/her report on post-tenure review to VPAA.

**April 15** - The VPAA will report on post-tenure review process to the President.

### **D. Student Assessment of Instruction Original Documentation**

Prior to May 15, 1998, the VPAA and the president of the Academic Senate will appoint a joint committee composed of individuals from the Deans' Council and the Academic Senate to make recommendations on the selection of an instrument for student assessment of instruction. The committee may recommend a nationally normed instrument or develop a Ferris-specific instrument. The committee will recommend an evaluation process including but not limited to the frequency of evaluation, the classroom administration of the evaluations, the compilation of the data from the evaluations, and the mechanism for sharing that information. The VPAA will submit the recommendations to the Deans' Council and the Academic Senate for advice by September 1, 1998. The VPAA shall approve selection of the instrument and the evaluation process no later than October

1, 1998 so that the instruments can be used during the Fall 1998 semester. Additional questions may be added by the department/unit.

### **E. Summary of Calendar After the First Year**

**By October 1** - Results of Spring semester student assessment of instruction provided to faculty members.

**November 1/December 1** - Fall semester student assessment of instruction instruments administered.

**By March 1** - Results of Fall semester student assessment of instruction provided to faculty members.

**April 1 - April 20** - Student assessment of instruction instruments are administered in Spring semester classes.