

College of Pharmacy
Post-Tenure Review Guidelines and Procedures

Approved by College of Pharmacy Tenured and Tenure-track Faculty

January 1999

I. General Principles

The procedures for the College of Pharmacy post-tenure review (PTR) set forth in this document are based on the following principles:

- 1) PTR is a system of institutional accountability for faculty performance
- 2) PTR is a system of professional development for faculty
- 3) PTR should not interfere with academic freedom
- 4) PTR should be based on peer evaluation, and thus occur at the unit level
- 5) PTR will follow the broad guidelines established by the University
- 6) PTR appeals procedures will be clearly delineated
- 7) PTR will be consistent with existing tenure and promotion and annual review procedures, as much as practicable.

II. Integration with University Guidelines

The procedures given below are in compliance with the regulations and policies on post-tenure review approved by the Faculty Senate and published in the University *Faculty Manual*. If any question should arise between the procedures given in this document and the regulations given in the University *Faculty Manual*, the University *Faculty Manual* will take precedence.

III. Faculty Eligibility for Post-Tenure Review

Each tenured faculty member, regardless of rank and including those in administrative positions (other than the Dean), will be reviewed every six years unless, during the previous six year period, the faculty member is reviewed and advanced to or retained in a higher position (e.g., dean or a chaired professorship). However, the post-tenure review will be waived for any faculty member who notifies the unit chair in writing of retirement within three years of the next scheduled review.

IV. The Post-Tenure Review Committee

The membership of the College Post-Tenure Review Committee (PTR Committee) will consist of all tenured full professors on the College Tenure and Promotion Committee, acting as a sub-committee of the College Tenure and Promotion Committee. Tenured full professors who are having a post-tenure review conducted will be excluded from PTR Committee membership that year. The Chair of the PTR Committee will be the chair of the College Tenure and Promotion Committee. If the Chair of the College Tenure and Promotion Committee is being evaluated for post-tenure review, then the PTR Committee will elect a new chair for that year. The dean is not eligible to serve or vote on the PTR Committee.

In the event that there are fewer than five College faculty members eligible to serve on the Committee, the Dean of the College will appoint a sufficient number of tenured professors who serve on Tenure and Promotion committees from other units within the University to make up a committee of five voting members.

V. Post-Tenure Review Evaluation Procedures

1) The Dean will notify the PTR Committee Chair of faculty to be reviewed during the upcoming cycle.

2) PTR Committee Chair will notify faculty to be reviewed of the PTR timetable and faculty responsibilities.

3) The faculty member will submit a PTR file. For consistency, this file should be in the same format as the existing tenure and promotion file each faculty maintains. By definition, this file will include, at a minimum, current vita, faculty activity in teaching (including a list of all courses taught, student enrollment, and both student and peer evaluations), research/creative activities (including books, book chapters, refereed and nonrefereed publications, grant proposals submitted, funded, source, date of initial funding, and amount of funding), and service. Research/creative activities are evaluated by peers outside the unit, although not necessarily outside the University. Refereed publications or other reviewed research/creative activities would be considered as having been peer-reviewed outside the unit. The relevant period for any review is the six years preceding review. The file must also include all available annual performances reviews accumulated since initial tenure review or since the last post-tenure review. If a faculty member has taken a sabbatical since initial tenure or last review, details of the purpose and outcomes of the sabbatical leave awarded must be included.

4) The PTR Committee will meet to discuss the PTR file of each eligible faculty.

5) Each PTR Committee member will evaluate the eligible faculty's PTR file on the following four criteria: 1) teaching, 2) research/creative activities, 3) service, and 4) overall, which is intended to be an overall composite of the three previous criteria. Members will rate the eligible faculty as demonstrating superior performance, satisfactory performance, or unsatisfactory performance. Superior performance means performance at the highest level. Satisfactory performance means performance that meets the expectations of the unit. Unsatisfactory performance means performance, taken as a whole, that does not meet the

expectations of the unit. Evaluations will be anonymous, submitted in written form, and justified. The PTR Committee Chair will write a summary evaluation that includes the majority performance level recorded for each of the four criteria. If there is no performance level agreed upon by a majority (more than 50% of evaluations) of PTR members, the performance will be judged as "satisfactory, absent majority opinion." Whereas the separate criteria of teaching, research/creative activities, and service provide detail of areas of strength and weakness, the outcome of the post-tenure review will be based on the "overall" category.

6) Upon completion of the post-tenure review, the faculty member will receive a written statement that provides specific evaluative information of the faculty member's performance in the categories of teaching, research/creative activities, and service. The review should be sufficiently detailed to aid the faculty member in his or her professional growth and development. Individual vote counts will not be reported, and individual written evaluations will be destroyed by the Committee Chair at the end of the period in which the reviewed faculty can appeal the report, or if filed, after the appeal has been completed.

VI. Dissemination of Post Tenure Review Evaluation

If a superior evaluation is given to the faculty member, it will be placed in the faculty's personnel file. If a satisfactory evaluation is given to the faculty member, it will be placed in the faculty's personnel file. If an unsatisfactory evaluation is given to the faculty, it will be placed in the faculty's personnel file, will be forwarded to the unit chair, and will be forwarded to the College of Pharmacy Dean, together with recommendation for restoring performance to the satisfactory level.

VII. Appeal of Post Tenure Review Evaluation

Faculty receiving an unsatisfactory evaluation may appeal the evaluation or any aspect of the recommendation. Written notification of appeal must be made to the College of Pharmacy Tenure and Promotion Committee Chair within seven days of receipt of evaluation. The findings of the College Tenure and Promotion Committee, along with a written statement by the faculty member, will be forwarded to the Dean of the College for final determination of the evaluation.

VIII. Development Committee and Plan

1) A development committee is required for all faculty who receive an unsatisfactory evaluation in the "overall" criteria. A development committee is not required for faculty who receive at least a "satisfactory" evaluation in the "overall" criteria.

2) A development committee must be included in the recommendations for restoring faculty overall performance to the "satisfactory" level. The committee is appointed by the PTR Chair, and must consist of at least three College of Pharmacy tenured faculty at or above the rank of the faculty being evaluated, at least two of whom are from the faculty's department. Other tenured faculty with particular knowledge or expertise may be added to the committee if their addition would prove helpful in restoring the faculty's overall performance. The College of Pharmacy Tenure and Promotion Committee Chair can not serve on a development committee.

3) The development committee, in consultation and concurrence with the Dean and faculty member, will establish a development plan. Copies of unsatisfactory post-tenure reviews and the associated development plans will also be sent to the Provost. The plan will be based on the perceived needs of the faculty, and will include objective, mutually set, short and intermediate range goals with accompanying timetable. A written copy of the plan will be signed by the development committee and faculty member, and will be placed in the faculty's personnel file. The plan will be the basis of evaluation of the faculty member until satisfactory performance is restored. The timetable for the plan is left to the discretion of the development committee, and should be based on the individual circumstance of the faculty. The development plan timetable should not be less than one year nor greater than three years in length. For development plans of long duration, e.g., two or three years, intermediate assessment of progress should be conducted by the development committee, filed with the Dean and placed in the faculty member's personnel file.

IX. Appeal of Development Plan.

The evaluated faculty member and development committee (in consultation with the Dean) will develop a mutually agreed-upon development plan. If disagreement persists concerning the plan in general or in any particular, the full PTR Committee can be consulted to assist in writing a development plan agreed to by both parties. The PTR Committee's role is consultative only. If disagreement concerning the development plan still persists, the development committee should write the plan and the faculty should then submit a written appeal to the Provost. The Provost will decide the adequacy and appropriateness of the appealed development plan and timetable.

X. Evaluation of Progress

At each subsequent annual review for the duration of the development plan, the development committee, with the assistance of the unit chair, will assess the progress of the faculty in implementing the plan and reaching its goals. The development committee will submit a report of its assessment to the PTR Committee, which will review the report and state in writing its concurrence or dissent. The development committee report, along with PTR Committee report, will be forwarded to the Dean, who will make the final determination of progress and the need for additional measures. Failure to demonstrate substantial progress toward the performance goals of the development plan may warrant additional measures to be taken, up to and including dismissal. In these extreme cases, faculty are guaranteed access to academic due process.