

# KENTUCKY STATE UNIVERSITY

## *Post Tenure Review Policy and Procedures*

The post tenure review is intended to maintain the standards of performance that faculty achieve when granted tenure. It promotes faculty development and achievement and identifies areas of performance that need improvement.

The post tenure review assesses the level of teaching effectiveness, scholarship/performance, and service of faculty. With the exception of those tenured administrators who serve as administrators for at least 75% of their role responsibilities, all tenured faculty will be reviewed. Each tenured faculty member must be reviewed every four years after attaining tenure status, except in years where the faculty is being considered for promotion and undergoing that evaluation process. The annual review will not be conducted in years when a post tenure review occurs.

Faculty members will be reviewed once every four years following the receipt of tenure. The post tenure review evaluation should be completed by the end of the academic term in which it is scheduled. The review is a cumulative summary of the performance reported in annual faculty reviews. As such, a narrative, current curriculum vitae and copies of the annual reviews for the past four years will constitute the faculty file for evaluation. An appendix of scholarly work may be included (i.e. recordings, programs, published work).

The Vice President for Academic Affairs will notify faculty members scheduled for post-tenure review no later than November 15 directly preceding the spring academic term of review (except in the initial year of application and implementation of this policy).

### **Review Committee**

- The Committee shall be composed of no more than seven faculty members selected by the faculty in the spring term of each academic year.
- All committee members must be tenured.
- One member must come from the unit where the faculty is tenured
- No faculty member scheduled for post tenure review in a given academic year or whose spouse or partner is scheduled for post tenure review shall serve as a member of a Post Tenure Review Committee during that year

### **The Post Tenure Review Process**

The faculty member shall submit a narrative, a current curriculum vitae, copies of his or her annual evaluations for the past 4 years, and examples of scholarly achievements. The narrative should describe the faculty member's teaching effectiveness (to include professional development), scholarship, and service. The faculty member may also identify barriers that prevented accomplishment in any area of evaluation.

## **Evaluation Criteria**

### **Teaching Effectiveness**

Official student evaluations of faculty member, complete copies of questionnaires and results of all student evaluations officially conducted by the University during the last four years preceding this review, as received by the faculty member, shall be included in the dossier for review. Summary forms as provided for in the Comprehensive Evaluation System should be included as well.

Official peer evaluation results from all peer evaluations of teaching (from classroom visitations and/or other peer evaluation instruments) conducted by the University during the last four years preceding this review, as received by the faculty member, shall be included in the dossier for review.

Samples of any noteworthy course materials developed by applicant during the last four years preceding this review may be included.

### **Scholarly and Creative Activity**

The applicant may include the following as evidence of scholarly/creative activity: copies of abstracts, cover pages of articles, books, etc.; copies of programs or other announcements of performances/presentations; reviews of the applicant's publications, performances, and shows; photographs of visual arts; and other materials appropriate to the applicant's discipline.

For individuals in the visual and performing arts, exhibits, performances, and shows constitute evidence of such activity.

The applicant may submit self-developed instructional materials as evidence of scholarly/creative activity.

### **Service**

Evidence of university and community service.

### **Measurement**

Assessment of meeting the criteria shall be in accordance with the standards set forth in Attachment A to this policy.

## **Stages/Levels of Review**

### **Post Tenure Review Committee's Review**

The Post Tenure Review Committee will prepare a report for inclusion in the post tenure review file. The report should summarize its findings and assessment (exceeds expectations, meets expectations, fails to meet expectations) regarding the faculty member's productivity in each

area of evaluation. The committee will make suggestions for future development of those faculty who do not meet expectations. The faculty member will be given a copy of the report and may submit a written response for inclusion in the post tenure review file before it is forwarded to the chairperson, dean or director.

### **Review by Unit Administrator**

The post tenure review file will be forwarded to the chair, dean or director. If the chair, dean or director agrees with the report, he or she will indicate such in writing to the faculty member and place a copy in the post tenure review file. If the chair or director disagrees with the committee's evaluation, he or she will explain the reasons for disagreement in writing, with a copy to the faculty member and the committee. The faculty member may submit a written response for inclusion in the file. The post tenure review file is then forwarded to the Vice President for Academic Affairs for review.

### **Review by the Vice President for Academic Affairs**

If the Vice President for Academic Affairs disagrees with the committee's review of a faculty member, he or she may request that the committee and chair/dean/director provide additional information or reconsider the review. The Vice President for Academic Affairs may also ask the faculty member to provide additional information. The Vice President for Academic Affairs will explain the reason(s) for disagreement in writing with a copy to the faculty member and committee. The faculty member may submit a written response for inclusion in the file. The post tenure review file is then forwarded to the President for the final review.

### **Review by the University President**

If the President disagrees with the any of the prior evaluations, he or she may request additional information or reconsider the review. The President may also ask the faculty member to provide additional information. The President will explain the reason(s) for disagreement in writing with a copy to the faculty member and the Vice President for Academic Affairs. The President's review will be final, unless a recommendation for action is made to the Board of Regents.

The results for each level of evaluation and copies of the post tenure review file will be placed in the faculty member's personnel file. The chair, dean or director will discuss the review with the faculty member as is done during the annual review process.

### **Unsatisfactory Post Tenure Review**

In cases where the faculty member is found to not meet expectations, they are placed on probationary status and a performance improvement plan (PIP) must be adopted and agreed upon in writing by the faculty and chair, dean or director provided the President does not make a contrary recommendation to the Board of Regents. The plan should include the recommendations of the Post Tenure Review Committee, chairperson, dean or director, Vice President for Academic Affairs and President.

Subject to the foregoing, the faculty members who are placed on probationary status will have a second post tenure review during the next academic year. In the interim, the faculty member will have monthly status meetings with his or her chair, dean or director to assess progress toward accomplishing the PIP. This will occur until the second post tenure review re-evaluation is conducted.

It should be noted that faculty members who are in probationary status do not qualify for salary or merit increases. If a faculty member fails to meet the expectations of the PIP at the post tenure review re-evaluation, a recommendation for rescission of tenure/dismissal effective the end of the academic year is warranted.

### **The Appeal Process**

If a disagreement between the committee and the chair/dean/director or Vice President for Academic Affairs cannot be resolved or if the faculty member chooses to appeal an evaluation of “fails to meet expectations” in any category, the faculty member may pursue an appeal. The appeal must be submitted within one (1) week of receiving the final review. The matter will then go before the Faculty Appeals Committee.

Appeals of post tenure review rulings shall be in writing setting forth the basis for the review. Within three (3) working days of receipt of the appeal, the President shall submit the request to the University Faculty Appeals Committee which must render a decision within ten (10) working days.

The faculty member initiating the appeal and the President shall be notified in writing of the finding and decision of the committee. If the recommendation of the University Faculty Appeals Committee supports the original ruling of an unsatisfactory review, the faculty member must accept this finding as final within the University. If the Committee recommends that the unsatisfactory evaluation be reconsidered, the recommendation of the Committee in writing, including the complete evaluation record, shall be forwarded to the Office of the President.

The President shall review the recommendation of the Faculty Appeals Committee together with the review packet, call for any corrective action from the appropriate academic officers or faculty bodies, and submit a revised recommendation, together with a copy of the recommendation to the Appeals Committee, the Vice President for Academic Affairs and to be included in the faculty’s personnel file unless a recommendation for action is made to the Board of Regents.

### **Timeline:**

The post tenure review calendar shall be published by October 1 prior to the spring term in which the review will be conducted. In cases of re-evaluation, the date will be specified in the PIP.

A faculty member who elects not to go through the post tenure review process shall be in a terminal year of appointment.