

## POST TENURE REVIEW GUIDELINES

Every five years, tenured faculty members will undergo a post tenure review conducted by both the Head and a Peer Review Committee consisting of three tenured faculty members.

The Peer Review Committee will be composed of three members: two elected by the department and one appointed by the Head to balance the committee by rank and field. Faculty members will serve for a one-year term. All tenured faculty are eligible to serve on the committee. The election of members will normally take place in the fall.

Each academic year, by a date set by the Head at the beginning of the spring semester, tenured faculty members undergoing post tenure review will submit a copy of their c.v. and goals/plans for the proceeding five years. Each file, including teaching evaluations, will be read carefully by the Head and by the Peer Review Committee.

The Head and the Peer Review Committee will produce separate summary evaluations for each faculty member undergoing post tenure review. Unless a faculty member is on an alternative profile, he or she will be evaluated on the basis of 40 percent teaching, 40 percent research, and 20 percent service. For each file, the Peer Review Committee will determine a category of: Exceeds Expectations; Meets Expectations; or Does Not Meet Expectations. Although evaluative criteria cannot be quantified too strictly, the committee will use the department guidelines for post tenure review to provide a consistent standard.

- **Exceeds Expectations:** The faculty member has received an evaluation of Exceeds Expectations at least once in the previous five years, and has not received an evaluation of Does Not Meet Expectation in the previous five years.
- **Meets Expectations:** The faculty member has received an evaluation of Meets Expectations or higher on their Annual Review Evaluation at least three times in the previous five years.
- **Does Not Meet Expectations:** The faculty member has received an evaluation of Does Not Meet Expectations at least three times in the previous five years.

This recommendation is non-binding to the Head, and the Head will indicate the category assigned to each faculty member in the Head's summary evaluation.

Once the evaluations have been completed, the Head will meet with faculty undergoing post tenure review and provide a copy of the Post Tenure Review Report Form, the Head's Summary Evaluation, and the Peers' Summary Evaluation.