

V. POST-TENURE REVIEW

1. Definition of Post-Tenure Review

The purpose of the post-tenure review (PTR) is to provide a mechanism for faculty peers and administrators to review and evaluate a colleague's work and to assist those faculty members whose performance fails to meet expectations. It is not a re-tenuring process. Rather, post-tenure review is designed to ensure that all members of the faculty, regardless of status or length of service, are performing their duties conscientiously and with professional competence. (Excerpt from William & Mary policy)

2. Post-Tenure Review Triggering Mechanism and Oversight

- a. Any tenured faculty member who receives two overall annual performance evaluations of "fails to meet expectations" in a three year period shall automatically be placed in post-tenure review (PTR).
- b. To this end, when a department chair is considering a second evaluation of "fails to meet expectations" for a faculty member within a three year period, the chair must meet with the current promotion and tenure (P & T) committee prior to issuing the final evaluation. **If the P & T committee disagrees with the Chair's recommendation, they must write a letter of disagreement that will become part of the faculty member's record with a copy to the Dean. The committee cannot over-ride the Chair's decision, but can voice its concerns in writing. Once the PTR process is initiated, the department's ~~current~~ P & T committee will become the Post-tenure Review (PTR) committee for this faculty member. ~~throughout the process.~~**

23 c. The faculty member will learn that he or she is placed on PTR during the individual
24 meeting with the Department Chair to address the Annual Performance Evaluation, as
25 required in the *Faculty Policy and Procedures Manual* (S. Annual Performance
26 Evaluation. A separate letter will be provided that states the Faculty member is now
27 on PTR. A copy of that letter is provided to the college dean and Vice President for
28 Academic Affairs (VPAA).

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30 3. Post-Tenure Remedial Action Plan

31 Any faculty member who is placed in post-tenure review shall develop a remedial action
32 plan (RAP) designed to remedy performance deficiencies. The RAP will be developed in
33 consultation with the department chair and the ~~faculty member's~~ PTR committee within
34 30 days of the faculty member being placed in post-tenure review. Since the faculty
35 member's placement on PTR will be noted on his/her contract, this process must be
36 completed by July 1.

37 The RAP will:

- 38 a. Identify specific weaknesses;
- 39 b. Define specific actions to help the tenured faculty member overcome those
40 weaknesses;
- 41 c. Set an appropriate time line for improvement to be achieved as soon as
42 possible, but in no case more than two years following the end of the
43 evaluation period in which post-tenure review was triggered;
- 44 d. Indicate measures to assess improved performance;

45 e. Identify institutional resources that may be used to assist the tenured faculty
46 member in achieving the specified improvement.

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48 4. Approval of the Remedial Action Plan

49 The RAP shall be approved by the department chair and the ~~faculty member's~~ PTR
50 committee who will each sign the approved RAP and provide the original to the faculty
51 member and copies to the college dean and VPAA as well as retain a copy in the
52 departmental files.

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54 5. Review of Faculty Member's Progress on the Remedial Action Plan

55 a. End of Year 1 Review

56 The department chair and the ~~faculty member's~~ PTR committee members ~~who are~~
57 ~~available~~ shall meet with the faculty member at the end of year 1 to review the faculty
58 member's progress on the RAP. Following that meeting, the department chair and
59 the ~~faculty member's~~ PTR committee shall arrive at their findings for year 1. The
60 faculty member will receive a letter that addresses all components of the RAP and
61 this becomes part of the faculty member's annual review. Copies of this letter are
62 sent to the college dean and VPAA.

63 b. Lack of Progress Toward PTR

64 At any point in the post-tenure review process either the department chair or the
65 ~~faculty member's~~ PTR committee can initiate an interim review of the faculty
66 member's progress on the RAP if they perceive that insufficient progress is being
67 made to address the issues defined in the RAP or if other issues arise that require

68 attention. The results of that review shall be shared with that faculty member in
69 writing and in person.

70 c. Lack of Good Faith Effort

71 If at any point in the post-tenure review process, in the opinion of the department
72 chair and the ~~faculty member's~~ PTR committee, the faculty member is making
73 minimal or no progress in the goals of the RAP they may conclude that the faculty
74 member is not making a good-faith effort. They shall meet with the faculty member
75 and then report that to the college dean. In such case, the dean may recommend to the
76 Vice President for Academic Affairs that the post-tenure review process be halted and
77 that termination proceedings be initiated immediately in accordance with Section III.
78 W (Termination) of the *Faculty Policies and Procedures Manual*.

79 6. Completion of Post-Tenure Review

80 a. End of Year 2

81 i. At the end of year 2, the department chair and the ~~faculty member's~~ PTR
82 committee shall review the faculty member's performance according to the
83 terms of the RAP. They will meet with the faculty member and provide a
84 letter that addresses all of the components of the RAP. Copies of this letter
85 are sent to the college dean and VPAA indicating whether or not the faculty
86 member has successfully completed PTR.

87 ii. If the department chair and the ~~faculty member's~~ PTR committee arrive at
88 different findings as to whether the faculty member was successful in
89 achieving the goals of the RAP, the college dean will meet jointly with the
90 department chair and the ~~faculty member's~~ PTR committee to try and resolve

91 the differences between the two. If the meeting is not successful in resolving
92 the differences, the college dean shall consider the evidence and make his or
93 her recommendation to the VPAA. The VPAA will make the final decision as
94 to whether the faculty member successfully completed post-tenure review.

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96 b. Successful Completion of PTR - If at the end of the two-year process, in the opinion
97 of the department chair and the ~~faculty member's~~ PTR committee, the faculty
98 member has met or exceeded all of the goals of the RAP, then the department chair
99 and the ~~faculty member's~~ PTR committee will communicate their findings in writing
100 to the faculty member and the college dean recommending successful completion of
101 post-tenure review. The college dean will report the findings to the VPAA, who will
102 notify the faculty member he or she has been successful in completing the PTR and
103 that no further action is required. As with all academic issues, the final decision is
104 made by the VPAA.

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106 c. Unsuccessful Completion of PTR –

107 i. If at the end of the two-year process, in the opinion of the department chair and
108 the ~~faculty member's~~ PTR committee, the faculty member has not met the goals
109 of the RAP, then the department chair and the ~~faculty member's~~ PTR committee
110 will communicate their findings to the faculty member in writing. The college
111 dean will also receive written notification reporting unsuccessful completion of
112 post-tenure review. The college dean will report the findings to the VPAA. As

113 with all academic issues in the University, the VPAA will have final decision in
114 the matter.

115
116 ii. The faculty member is notified by the VPAA that he or she has not been
117 successful in meeting the goals of the RAP and that a one-year terminating
118 contract will be issued. In this case, the VPAA will consider administrative
119 reassigned time for the faculty member to ensure that students will not be
120 negatively impacted by an underperforming faculty member continuing in the
121 classroom during the period of the one-year terminating contract.

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123 iii. The faculty member may appeal through the Faculty Status and Grievances
124 Committee if desired.