

## 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) 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).

### 2. Post-Tenure Review Initiation ~~Triggering Mechanism and Oversight~~ Procedures

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

b. **The department chair** must meet with the ~~current~~ promotion and tenure (P & T) committee after issuing the final evaluation. Once the PTR process is initiated, the department's P & T committee will become the Post-tenure Review committee for this faculty member. If the P & T committee **unanimously**

24 disagrees with the Chair's recommendation, they must write a letter of  
25 disagreement that will become part of the faculty member's record with a copy to  
26 the Dean. The committee cannot over-ride the Chair's decision, but can **convey**  
27 ~~voice~~ its concerns in writing.\*\*

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### 29 3. Post-Tenure Remedial Action Plan

30 Any faculty member who is placed in post-tenure review shall develop a remedial action  
31 plan (RAP) designed to remedy performance deficiencies. The RAP will be developed in  
32 consultation with the department chair and the P & T committee within 30 days of the  
33 faculty member being placed in post-tenure review. Since the faculty member's  
34 placement on PTR will be noted on his/her contract, this process must be completed by  
35 July 1.

36 The RAP will:

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

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47 4. Approval of the Remedial Action Plan

48 The RAP shall be approved by the department chair and the P & T committee who will  
49 each sign the approved RAP and provide the original to the faculty member and copies to  
50 the college dean and VPAA as well as retain a copy in the departmental files.

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

53 a. End of Year 1 Review

54 The department chair and the P & T committee members shall meet with the faculty  
55 member at the end of year 1 to review the faculty member's progress on the RAP.

56 Following that meeting, the department chair and the P & T committee shall arrive at  
57 their findings for year 1. The faculty member will receive a letter that addresses all  
58 components of the RAP and this becomes part of the faculty member's annual review.

59 Copies of this letter are sent to the college dean and VPAA.

60 b. Lack of Progress Toward PTR

61 At any point in the post-tenure review process either the department chair or the P &  
62 T committee can initiate an interim review of the faculty member's progress on the  
63 RAP if they perceive that insufficient progress is being made to address the issues  
64 defined in the RAP or if other issues arise that require attention. The results of that  
65 review shall be shared with that faculty member in writing and in person.

66 c. Lack of Good Faith Effort

67 If at any point in the post-tenure review process, in the opinion of the department  
68 chair and the P & T committee, the faculty member is making minimal or no progress  
69 in the goals of the RAP they may conclude that the faculty member is not making a

70 good-faith effort. They shall meet with the faculty member and then report that to the  
71 college dean. In such case, the dean may recommend to the Vice President for  
72 Academic Affairs that the post-tenure review process be halted and that termination  
73 proceedings be initiated immediately in accordance with Section III. W (Termination)  
74 of the *Faculty Policies and Procedures Manual*.

75 6. Completion of Post-Tenure Review

76 a. End of Year 2

- 77 i. At the end of year 2, the department chair and the P & T committee shall  
78 review the faculty member's performance according to the terms of the RAP.  
79 They will meet with the faculty member and provide a letter that addresses all  
80 of the components of the RAP. Copies of this letter are sent to the college  
81 dean and VPAA indicating whether or not the faculty member has  
82 successfully completed PTR.
- 83 ii. If the department chair and the P & T committee arrive at different findings as  
84 to whether the faculty member was successful in achieving the goals of the  
85 RAP, the college dean will meet jointly with the department chair and the P &  
86 T committee to try and resolve the differences between the two. If the  
87 meeting is not successful in resolving the differences, the college dean shall  
88 consider the evidence and make his or her recommendation to the VPAA. The  
89 VPAA will make the final decision as to whether the faculty member  
90 successfully completed post-tenure review.

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

101  
102 c. Unsuccessful Completion of PTR –  
103 i. If at the end of the two-year process, in the opinion of the department chair and  
104 the P & T committee, the faculty member has not met the goals of the RAP,  
105 then the department chair and the P & T committee will communicate their  
106 findings to the faculty member in writing. The college dean will also receive  
107 written notification reporting unsuccessful completion of post-tenure review.  
108 The college dean will report the findings to the VPAA. As with all academic  
109 issues in the University, the VPAA will have final decision in the matter.  
110  
111 ii. The faculty member is notified by the VPAA that he or she has not been  
112 successful in meeting the goals of the RAP and that a one-year terminating  
113 contract will be issued. In this case, the VPAA will consider administrative  
114 reassigned time for the faculty member to ensure that students will not be

115 negatively impacted by an underperforming faculty member continuing in the  
116 classroom during the period of the one-year terminating contract.

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

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122 **Two amendments will be proposed:**

123 \*Changes to 2. a. For the first sentence in a., strike is and substitute **will be**. Then strike  
124 the sentence **A separate letter will be provided that states the Faculty member is now on**  
125 **PTR**, substitute the following: The chair will provide the faculty member with a letter that states  
126 that the PTR process has been initiated. A copy of that letter . . . .

127 \*\*Add to 2 a paragraph c. The Dean and the PVPAA will review the evaluation to  
128 ensure that policies and procedures have been followed. The final notification of the faculty  
129 member's status in regard to PTR will be in the faculty member's contract.