

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. The department's current P & T committee will become the Post-tenure Review (PTR) committee for this faculty member throughout the process.
- c. 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

23 on PTR. A copy of that letter is provided to the college dean and Vice President for
24 Academic Affairs (VPAA).

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26 3. Post-Tenure Remedial Action Plan

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

33 The RAP will:

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

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44 4. Approval of the Remedial Action Plan

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

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

51 a. End of year 1 Review

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

59 b. Lack of progress toward PTR

60 At any point in the post-tenure review process either the department chair or the
61 faculty member's PTR committee can initiate an interim review of the faculty
62 member's progress on the RAP if they perceive that insufficient progress is being
63 made to address the issues defined in the RAP or if other issues arise that require
64 attention. The results of that review shall be shared with that faculty member in
65 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 faculty member's PTR committee, the faculty member is making
69 minimal or no progress in the goals of the RAP they may conclude that the faculty
70 member is not making a good-faith effort. They shall meet with the faculty member
71 and then report that to the college dean. In such case, the dean may recommend to the
72 Vice President for Academic Affairs that the post-tenure review process be halted and
73 that termination proceedings be initiated immediately in accordance with Section III.
74 W (Termination) 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 faculty member's PTR
78 committee shall review the faculty member's performance according to the
79 terms of the RAP. They will meet with the faculty member and provide a
80 letter that addresses all of the components of the RAP. Copies of this letter
81 are sent to the college dean and VPAA indicating whether or not the faculty
82 member has successfully completed PTR.

83 ii. If the department chair and the faculty member's PTR committee arrive at
84 different findings as to whether the faculty member was successful in
85 achieving the goals of the RAP, the college dean will meet jointly with the
86 department chair and the faculty member's PTR committee to try and resolve
87 the differences between the two. If the meeting is not successful in resolving
88 the differences, the college dean shall consider the evidence and make his or

89 her recommendation to the VPAA. The VPAA will make the final decision as
90 to whether the faculty member 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 faculty member's PTR committee, the faculty
94 member has met or exceeded all of the goals of the RAP, then the department chair
95 and the faculty member's PTR committee will communicate their findings in writing
96 to the faculty member and the college dean recommending successful completion of
97 post-tenure review. The college dean will report the findings to the VPAA, who will
98 notify the faculty member he or she has been successful in completing the PTR and
99 that no further action is required. As with all academic issues, the final decision is
100 made by the VPAA.

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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 faculty member's PTR committee, the faculty member has not met the goals
105 of the RAP, then the department chair and the faculty member's PTR committee
106 will communicate their findings to the faculty member in writing. The college
107 dean will also receive written notification reporting unsuccessful completion of
108 post-tenure review. The college dean will report the findings to the VPAA. As
109 with all academic issues in the University, the VPAA will have final decision in
110 the matter.

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