

Suggested additions to Section S. Annual Performance Review

Annual evaluations should be part of an on-going process of faculty development and goal setting. Annual evaluations are to be conducted every year regardless of budgetary conditions surrounding merit pay increases.

Any faculty member who receives an overall rating of unsatisfactory in an annual performance review shall work with the department chair to develop goals for the upcoming year to address issues that resulted in the unsatisfactory evaluation.

Consistent with Section V. – Post Tenure Review, of this FPPM, any tenured faculty member who receives two unsatisfactory annual performance evaluations in a three year period shall automatically be placed in post-tenure review.

Suggested new post-tenure review policy to replace the current policy in the FPPM.

V. POST-TENURE REVIEW

1. Definition of Post-Tenure Review

- a. The purpose of the post-tenure review 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 is found to require improvement. It is not a re-tenuring process and faculty members, once tenured, are not required to meet periodically what may be an evolving standard for tenure. 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.

2. Post-Tenure Review Triggering Mechanism

- a. Any tenured faculty member who receives two unsatisfactory annual performance evaluations in a three year period shall automatically be placed in post-tenure review.

3. Post-Tenure Remedial Action Plan

- a. Any faculty member who is placed in post-tenure review shall develop a remedial action plan (RAP) designed to remedy performance deficiencies. The RAP will be developed in consultation with the department chair and the department promotion and tenure committee within 30 days of the faculty member being placed in post-tenure review, or by June 1st following the spring term in which post-tenure review was triggered, whichever date is earlier. The RAP will:
 - i. Identify specific weaknesses;
 - ii. Define specific actions to help the tenured faculty member overcome those weaknesses;
 - iii. Set an appropriate time line for improvement to be achieved as soon as possible, but in no case more than two years following the end of the evaluation period in which post-tenure review was triggered;
 - iv. Indicate measures to assess improved performance;

- v. Identify institutional resources that should be used to assist the tenured faculty member in achieving the specified improvement.

4. Approval of the Remedial Action Plan

- a. The RAP shall be approved by the department chair and the department P&T committee who will each sign the approved RAP and provide copies of it to the faculty member and to the college dean. The P&T committee that is in place at the end of the academic year in which a faculty member entered PTR shall be the committee that is responsible for approving the RAP along with the department chair.

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

- a. The department chair and the department P&T committee shall meet with the faculty member at the end of year 1 to review the faculty member's progress on the RAP. Following that meeting, the department chair and the department P&T committee shall arrive at their findings for year 1 and report them to the college dean. At the end of Year 2, the department chair and the department P&T committee shall review the faculty member's performance of the terms of the RAP and report to the college dean as to whether or not the faculty member has successfully completed PTR.

- b. At any point in the post-tenure review process either the department chair or the department P&T committee can initiate an interim review of the faculty member's progress on the RAP if they perceive that sufficient progress is not being made to address the issues defined in the RAP or if other issues arise that require attention.
- c. If at any point in the post-tenure review process, in the opinion of the department chair, the department P&T committee and the college dean, the faculty member is making little or no progress in the goals of the RAP they may conclude that the faculty member is not making a good-faith effort. In such case, the dean may recommend to the Vice President for Academic Affairs that the post-tenure review process be halted and that termination proceedings be initiated immediately in accordance with Section III. W (Termination) of the Faculty Policies and Procedures Manual.

6. Completion of Post-Tenure Review

- a. If at the end of the two-year process, in the opinion of the department chair and the department P&T committee, the faculty member has met or exceeded all of the goals of the RAP, then the department chair and the department P&T will communicate their findings to the to the faculty member and the college dean recommending successful completion of post-tenure review.
 - i. If the college dean is in agreement with the findings of the department chair and the department P&T committee then the dean will report such to

the VPAA who will notify the faculty member that he or she has successfully completed post-tenure review.

- ii. If the college dean disagrees with the findings of the department chair and the department P&T committee that the faculty member has successfully completed the goals of the RAP, the college dean shall meet with the department chair and the department P&T committee jointly, to try to resolve any concerns the college dean may have. If this meeting fails to resolve those concerns, then the college dean shall report his or her findings, along with those of the department chair and department P&T committee, to the VPAA. The VPAA will make the final decision as to whether or not the faculty member successfully completed post-tenure review.

- b. If the department chair and the department P&T committee arrive at different findings as to whether the faculty member was successful in achieving the goals of the RAP, the college dean will meet jointly with the department chair and the department P&T committee to try and resolve the differences between the two. If the meeting is not successful in resolving the differences, the college dean shall consider the evidence and make his or her recommendation to the VPAA. The VPAA will make the final decision as to whether the faculty member successfully completed post-tenure review.

- c. There are two possible outcomes of the post-tenure review process. They are:

- i. Successful completion of post-tenure review. The faculty member is notified by the VPAA that he or she has successfully met the goals of the RAP and that no further action is required.
- ii. Unsuccessful completion of post-tenure review. The faculty member is notified by the VPAA that he or she has not been successful in meeting the goals of the RAP and that a one-year terminating contract will be issued. In this case, the VPAA will consider administrative reassigned time for the faculty member to ensure that students will not be negatively impacted by an underperforming faculty member continuing in the classroom during the period of the one-year terminating contract.