

KENTUCKY STATE UNIVERSITY

Post Tenure Review Policy and Procedures

The post tenure review is intended to maintain the standards of performance that faculty achieve when granted tenure. It promotes faculty development and achievement and identifies areas of performance that need improvement.

The post tenure review assesses the level of teaching effectiveness, scholarship/performance, and service of faculty. With the exception of those tenured administrators who serve as administrators for at least 75% of their role responsibilities, all tenured faculty will be reviewed. Each tenured faculty member must be reviewed every four years after attaining tenure status, except in years where the faculty is being considered for promotion and undergoing that evaluation process. The annual review will not be conducted in years a post tenure review occurs.

Faculty members will be reviewed once every four years following the receipt of tenure. The post tenure review evaluation should be completed by the end of the academic term in which it is scheduled. The review is a cumulative summary of the performance reported in annual faculty reviews. As such, a narrative, current curriculum vitae and copies of the annual reviews for the past four years will constitute the faculty file for evaluation. An appendix of scholarly work may be included (i.e. recordings, programs, published work).

The Vice President for Academic Affairs will notify faculty members scheduled for post review no later than November 15 directly preceding the spring academic term of review (except in the initial year of application and implementation of this policy).

Review Committee

- x The Committee shall be composed of no more than seven faculty members selected by the faculty in the spring term of each academic year.
- x All committee members must be tenured.
- x One member must come from the unit where the faculty is tenured
- x No faculty member scheduled for post tenure review in a given academic year or whose spouse or partner is scheduled for post tenure review shall serve as a member of a Post Tenure Review Committee during that year

The Post Tenure Review Process

The faculty member shall submit a narrative, a current curriculum vitae, copies of his or her annual evaluations for the past 4 years, and examples of scholarly achievements. The narrative should describe (i.e. teaching effectiveness, scholarship, and service. The faculty member may also identify barriers that prevented accomplishment in any area of evaluation.

Evaluation Criteria

Teaching Effectiveness

Official student evaluations of faculty members, complete copies of questionnaires and results of all student evaluations officially conducted by the University during the last four years preceding this review, as received by the faculty member, shall be included in the dossier for review. Summary forms as provided for in the Comprehensive Evaluation System should be included as well.

Official peer evaluation results from all peer evaluations (teaching (from classroom visitations and/or other peer evaluation instruments) conducted by the University during the last four years preceding this review, as received by the faculty member, shall be included in the dossier for review.

Samples of any noteworthy course materials developed by applicant during the last four years preceding this review may be included.

Scholarly and Creative Activity

The applicant may include the following as evidence of scholarly/creative activity: copies of abstracts, cover pages of articles, books, etc.; copies of programs or other announcements of performances/presentations; reviews of the applicant's publications, performances, and shows; photographs of visual arts; and other materials appropriate to the applicant's discipline.

For individuals in the visual and performing arts, exhibits, performances, and shows constitute evidence of such activity.

The applicant may submit self-developed instructional materials as evidence of scholarly/creative activity.

Service

Evidence of university and community service.

Measurement

Assessment of meeting the criteria shall be in accordance with the standards set forth in Attachment A to this policy.

Stages/Levels of Review

Post Tenure Review Committee's Review

The Post Tenure Review Committee will prepare a report ~~fusion~~ in the post tenure review file. The report should summarize its findings and assessment (exceeds expectations, meets H[SHFWDWLRQV IDLOV WR PHHW H[SHFWDWLRQV UHJDUGL

area of evaluation. The committee will make suggestions for future development of those faculty who do not meet expectations. The faculty member will be given a copy of the report and may submit a written response for inclusion in the post tenure review file before it is forwarded to the chairperson, dean or director.

Review by Unit Administrator

The post tenure review file will be forwarded to the chair, dean or director. If the chair, dean or director agrees with the report, he or she will indicate such in writing to the faculty member SODFH D FRS\ LQ WKH SRVW WHQXUH UHYLHZ ILOH ,I WKH evaluation, he or she will explain the reasons for disagreement in writing, with a copy to the faculty member and the committee. The faculty member may submit a written response for inclusion in the file. The post tenure review file is then forwarded to the Vice President for Academic Affairs for review.

Review by the Vice President for Academic Affairs

If the Vice President for Academic Affairs disagrees with the evaluation, he or she may request that the committee and chair/dean/director provide additional information or reconsider the review. The Vice President for Academic Affairs may also ask the faculty member to provide additional information. The Vice President for Academic Affairs will explain the reason(s) for disagreement in writing with a copy to the faculty member and committee. The faculty member may submit a written response for inclusion in the file. The post tenure review file is then forwarded to the President for the final review.

Review by the University President

If the President disagrees with any of the prior evaluations, he or she may request additional information or reconsider the review. The President may also ask the faculty member to provide additional information. The President will explain the reason(s) for disagreement in writing with a copy to the faculty member and committee. The review will be final, unless a recommendation for action is made to the Board of Regents.

The results for each level of evaluation and copies of the post tenure review file will be placed in the faculty member's file as is done during the annual review process.

Unsatisfactory Post Tenure Review

In cases where the faculty member is found to not meet expectations, they are placed on probationary status and a performance improvement plan (PIP) must be adopted and agreed upon in writing by the faculty and chair, dean or director provided the President does not make a contrary recommendation to the Board of Regents. The plan should include the recommendations of the Post Tenure Review Committee, chairperson, dean or director, Vice President for Academic Affairs and President.

