

Approved by Faculty Senate January 21, 2021
Approved by Trustees March 16, 2021

COLLEGE OF SCIENCE
POST-TENURE REVIEW POLICY

I. Purpose

College of Science post-tenure review will follow the guidelines as specified in WSU PPM 8-11, Section II (Evaluation of Faculty Members, Post-Tenure Review) and Regents Policy R481 (Academic Freedom, Professional Responsibility, Tenure, Termination, and Post-Tenure Review). The post-tenure review process uses criteria that are separate from those used for the award of tenure and recognizes the academic independence earned by tenured faculty.

II. Procedures

A. Review Procedure

Post-tenure review shall be based on the College of Science Annual Reviews (Attachment A). These reviews are comprehensive and detailed, and the information in these reviews is well suited for use in post-tenure evaluation of faculty. The initial post-tenure review will occur five years after the faculty member receives tenure, and every five-year period thereafter while the faculty member is employed at W.S.U. For the review, the faculty member will (1) assemble the Annual Reviews from the preceding five years; (2) append a cover sheet; and (3) include a single-page summary (see attached pages). The summary should address teaching, scholarship and service achievements following the criteria specified in PPM 8-11, section IV, part I. For purposes of post-tenure review, the faculty member must satisfy the requirements for a Satisfactory rating in all three categories. For subsequent reviews, the summary should address the criteria specified in PPM 8-11, section IV, part I, for the five-year period since the previous post-tenure review.

All faculty members subject to post-tenure review shall be notified by the Dean by Sept. 15 of the calendar year of the scheduled review. In the Fall semester that follows the five-year anniversary of the original award of tenure, and every five years thereafter, the faculty member will submit the above documentation to their reviewing entity and schedule a formal review. Tenured faculty will fall into one of three categories:

1. Tenured but not fully promoted. The faculty member will meet with the Chair for the formal review. In lieu of a review by the Chair, the faculty member may choose, at his or her discretion, to be reviewed by the Department Ranking and Tenure Evaluation Committee. Once completed, the department or committee Chair will forward the results to the Dean for oversight of the review process. A faculty member who is undergoing review for promotion to full professor during the fifth academic year of his or her post-tenure review cycle is exempt from post-tenure review for that cycle. As a summary of the faculty member's activities since tenure, the ratings for the promotion review can substitute for the compilation of five annual reviews.

Even if a faculty member does not meet a channel for promotion, the ratings could still indicate a positive post-tenure review, using the criteria described above.

2. Tenured and fully promoted. The faculty member will meet with the Chair for the formal review. In lieu of a review by the Chair, the faculty member may choose, at his or her discretion to be reviewed by the Department Ranking and Tenure Evaluation Committee. Once completed, the department or committee Chair will forward the results to the Dean for oversight of the review process.

3. Department Chairs. The department Chair will meet with the Dean for the formal review. In lieu of a review by the Dean, the faculty member may choose, at his or her discretion, to be reviewed by the Department Ranking and Tenure Evaluation Committee. Once completed, the Dean or committee Chair will forward the results to the non-reviewing entity for oversight of the review process.

III. Remedial Actions

If the faculty member does not meet the standards of the post-tenure review, he or she is responsible for remediating the deficiencies. The faculty member will work with the department Chair to establish a plan that addresses the deficiencies specified in the unfavorable review. This plan may include consulting with a peer-review committee, mutually agreeable to the faculty and Chair, as described in PPM 8-11, IV.E.3. To the extent possible, the plan should specify the evidence needed to address the deficiencies to the satisfaction of the Chair and faculty member. The Dean must approve the remediation plan and is expected to provide reasonable support if requested by the faculty member. The faculty member under review shall have two years to provide evidence of progress towards meeting the post-tenure standards. This will be monitored each year in the Annual Reviews. After the two years, there will be another review (during the Fall semester), as described in II. A. above. If that review determines that progress is not being made (an unfavorable review), the faculty member will be reviewed by the College Ranking and Tenure Evaluation Committee during the Spring semester. The committee will forward its decision to the Dean, who will make the final recommendation. A favorable review at this point will satisfy the post-tenure review until the next scheduled review, in three years (maintaining the overall five-year rotation). An unfavorable review at this point by the Dean will be forwarded to the Provost, for a final review. Any faculty member receiving an unfavorable review from the Provost will have access to due process as described in PPM 9-9 through 9-15 and may be subject to disciplinary action as described in PPM 9-14.

IV. Alternative Procedure for Completing Post-tenure Review

The College of Science has utilized (with permission) the wording found in the College of Social and Behavioral Sciences post-tenure review document (adopted December 5, 2013) for Section III: Alternative Procedures for Completing Post-tenure Review as follows:

In 2014-15, WSU created a program called the Performance Compensation Plan (PCP). This plan allows tenured faculty members who have held the rank of full professor for at least five years to apply for a permanent raise.

The PCP application process requires that eligible faculty members provide a detailed report of

their teaching, scholarship and service over the most recent five academic years. Criteria for the Performance Compensation Plan mirror university requirements for promotion from associate professor to professor (PPM 8-11 IV. A). The faculty member's department chair and dean review the application and each makes a recommendation to the provost. The provost makes the final determination of award.

Because the standard for Performance Compensation is higher than that of the post-tenure review, a faculty member who applies for the PCP shall be considered to have passed her/his five-year post-tenure review if the department chair and the dean both make a positive recommendation to the provost. A faculty member who applies for PCP, but does not receive positive reviews from the department chair and/or dean, will not automatically be deemed to have passed a post-tenure review. However, if the department chair and the dean agree that the faculty member meets the requirements for a successful post-tenure review according to the criteria for that process, the dean will write a letter indicating that fact, and the faculty member will be deemed to have passed a post-tenure review. If the department chair and/or dean do not support the PCP application, but the provost awards her/him Performance Compensation, the faculty member will be deemed to have met the post-tenure review standards.

When a faculty member is awarded Performance Compensation, the post-tenure review cycle will be reset to five academic years forward from the academic year of the PCP award. If a faculty member who seeks Performance Compensation does not receive the PCP award based on a review of the application, and not as a result of a shortage of funds for that year, and is not deemed to have satisfied post-tenure review by the department chair and dean as noted in the above paragraph, she/he will undergo post-tenure review at the designated time according to College of Science post-tenure review policy. If a faculty member applies for Performance Compensation during the same academic year as a scheduled post-tenure review and does not receive the PCP award based on a review of the application, and not as a result of a shortage of funds for that year, she/he will be asked to submit required documentation for the post-tenure review to the appropriate reviewing party as specified in the College of Science post-tenure review policy two weeks before the end of that academic year. This delayed post-tenure review will be completed within two weeks of the revised deadline and results will be forwarded to the appropriate non-reviewing party (the dean or the chair of the College Ranking Tenure Evaluation Committee) for oversight of the review process.

V. Timetable for Post-Tenure Actions

The College of Science Post-Tenure Review will follow the timetable below and should be completed prior to the spring semester. If the faculty member elects to be reviewed by the College Ranking Tenure Evaluating Committee, he or she must notify his or her Chair or Dean by the date noted below.

- | | |
|---------------|--|
| September 8: | The department Chair, in consultation with the Dean, identifies the names of faculty scheduled for post-tenure review. |
| September 15: | Faculty members due for post-tenure review are notified by the Dean. |

September 22: Faculty members electing to be reviewed by the Department Ranking Tenure Evaluating Committee (DRTEC) must notify their Chair. Department Chairs electing to be reviewed by the Department Ranking Tenure Evaluating Committee must notify their Dean.

The first Monday after the Thanksgiving Holiday: Faculty members must submit their materials for review to the appropriate evaluating entity (DRTEC or Chair). Chairs must submit their materials for review to the appropriate evaluating entity (DRTEC or Dean).

December 10: Faculty members must meet with the selected evaluating entity to undergo a formal review.

December 15: The evaluating entity must submit the completed faculty post-tenure review documents to the appropriate oversight party. When the Dean serves as the reviewer, the Chair of the College Ranking Tenure Evaluating Committee (CRTEC Chair) shall provide oversight of the review process. In all other cases, the Dean will have oversight of the review process.

January 10: The dean or the CRTEC Chair must complete his or her oversight of the review process.

January 15: A meeting must be held between the Chair or Dean and any faculty member receiving an unsatisfactory review in order to work out a plan of action or remediation.

January 28: The Dean must approve the plan of action or remediation.

If any of these dates fall on a weekend or university holiday the deadline will be the next business day.

VI. Effective Date

This policy on post-tenure review will be effective for all tenured faculty members after the approval of the policy by the Weber State University Faculty Senate.