

## **Graduate College Policy for Peer Review of Tenured Faculty**

Reviews of tenured faculty serve purposes similar to those for probationary faculty:

- an opportunity for self-evaluation and for suggestions from peers,
- an assessment of progress towards promotion to full professor, and
- evaluation for purposes of salary determination

### **Schedule for Tenured Faculty Reviews**

For tenured faculty, reviews will occur at the following frequency.

#### ***For Associate Professors***

- A full review will be conducted during the fifth year of tenured status or during an earlier year if requested by the faculty member. Subsequent full reviews will occur every five years, or earlier at the request of the faculty member.
- Review for promotion to full professor shall be considered a review of a tenured associate professor.

#### ***For Full Professors***

- A full review will be conducted in the fifth year at that rank, and every five years thereafter.

#### ***Exceptions to the 5-year schedule***

- Faculty who have submitted written notification of retirement with plans to retire within one year of the review date are not included.
- Faculty with an approved phased retirement plan are not included.
- Faculty who are on developmental assignment during the review year may request a one-year extension.
- DEOs are not included during tenure in office.

### **Review Committee Selection**

The review committee will be appointed by the Dean of the Graduate College upon consultation with the DEO in the program and with the candidate. The committee must consist of at least two, preferably three, tenured faculty members in order to permit a proper, thorough, and complete review. The committee should consist of peers with interests and expertise similar to those of the individual being reviewed. In the case of full professor reviews, a committee normally would be formed from the full professors in the program. In the case of associate professors, the committee ordinarily would consist of full professors or more senior associate professors in the program. In each case, a faculty member may, for reason, ask to be excused from participation, subject to approval by the Dean of the Graduate College. The DEO will not be a member of the review committee. Actual selection of additional committee members from outside the program, if necessary, will be made by the Dean of the Graduate College in consultation the DEO and the candidate.

### **Materials to be submitted**

The individual being reviewed will submit to the DEO to be provided to the committee

- a statement describing his or her accomplishments and future plans in the areas of teaching, research, and service
- a current curriculum vitae
- samples of representative course materials
- records of student evaluations in each course taught since the last review
- copies of scholarly or other publications
- any other supporting materials the faculty member considers relevant

**Classroom observations**

For each full review of a tenured faculty member, a minimum of one classroom observation of teaching will be conducted by a member of the review committee during the spring or fall semester of the calendar year in which the review occurs. Each department's peer review guidelines must stipulate the number of their required classroom observations if greater than the required minimum. The written evaluation of the observation will become part of the peer review record.

The Committee will base its evaluation on the submitted materials, course evaluation tabulations obtained from the tenured faculty member, and on the written evaluation of the classroom observation.

The committee will review the materials submitted and prepare a report evaluating the faculty member's performance in the areas of teaching, research, and service. This report should document the faculty member's strengths and accomplishments as well as indicate areas requiring additional effort. Based on these conclusions, the report should make recommendations for the DEO to act on as appropriate. A positive report may not include recommended actions if no areas for improvement are identified (although it may recommend the candidate request a promotion review). Only in rare cases will no areas of improvement be identified. A mixed or negative review should provide specific recommendations for improving the faculty member's performance in the areas identified as requiring extra effort. This report then will be conveyed to the faculty member and the faculty member will be informed of his/her right to respond. The faculty member's response should be received within five working days. The faculty member may correct any factual errors in the report or if the faculty member disagrees with the conclusions of the committee's report, he or she may present additional evidence which the committee will consider to determine whether any conclusions should be revised. The committee must convey to the faculty member its final determination within five working days after receipt of the faculty member's response.

Once complete, the review report and any additional correspondence will be conveyed to the DEO of the program. The DEO will meet with the faculty member to discuss the report and the actions recommended (if any). If actions are recommended, the DEO will develop an agreement with the faculty member identifying how areas for improvement are to be addressed. These materials, along with the teaching evaluation summaries and materials submitted by the faculty member, will be forwarded by the DEO to the Dean of the Graduate College **no later than January 30** and placed in the faculty member's file. Review materials are usually not forwarded to the Office of the Provost, unless requested.

Each department should devise a timetable for peer reviews of tenured faculty to take place. It is suggested that faculty be informed in the spring semester prior to the review taking place the following fall, that the classroom observation(s) take place in the fall semester and that all materials to be provided by the faculty be received no later than by the 1<sup>st</sup> of December. The deadline for submission of the review report to the Dean of the Graduate College, as mentioned above, is no later than January 30.

In the event that the faculty member being reviewed has not submitted any review materials, or has submitted only part of them by the deadline, the review will proceed on schedule without those materials. At the committee's option, materials submitted after the deadline may be included in the review.