

Jerry and Vickie Moyes College of Education POST-TENURE REVIEW DOCUMENT

Approved by Faculty Senate 12/5/12

I. Introduction

The purpose of this document is to outline the criteria and the procedures used for post-tenure evaluation of faculty members (in accordance with PPM 8-11, II and regents policy R481) not advancing in rank within the Jerry and Vickie Moyes College of Education. This document does not evaluate a tenured faculty member according to tenure standards and is not a dismissal policy nor is it a substitution of faculty obligations described in PPM section 9.

II. Timing of Reviews

All tenured faculty members are required to participate in post-tenure review. The first required post-tenure review is during the fifth year after tenure is awarded, or during the fifth year after any rank advancement or other formal review (for example: a tenured associate professor requesting review for advancement in rank when first eligible to do so (five years after being awarded tenure) will not undergo post-tenure review while one not requesting review for advancement in rank to full professor when first eligible to do so, will undergo post-tenure review). Tenured faculty members may request to be reviewed formally at periods of less than five years. In any case where a rank advancement review takes place of a post-tenure review, or a faculty member requests early review, the five-year timeline for the next post-tenure review is reset to five years from the time of that review. The department chair, in consultation with the dean, identifies the candidates undergoing post-tenure review by January 15th of the year prior to the review year.

III. Post-Tenure Review Portfolio

Each faculty member will maintain a post-tenure professional portfolio composed of a brief one-to-two page summary of his/her professional activities in the areas of teaching, scholarship, and professionally related service and the annual faculty self-evaluation reports (see *Appendix A*). The candidate's post-tenure file shall typically be housed in the faculty member's office and shall be available for review electronically or in print format in the department chair's office (or the dean's office if applicable for a chair's review) by February 1st of the review year. Candidates place items in their post-tenure portfolio and may add items or remove items that they place into their file at any time, except after February 1st and before March 1st of the review year. This portfolio is separate from their professional file and personnel file.

IV. Post-Tenure Review Committee

In years when a department has faculty undergoing post-tenure review, the department will elect a post-tenure review committee. All tenured faculty members are eligible to nominate members to serve on this committee and to vote on committee membership. The committee will have a minimum of three and a maximum of five members. All tenured faculty members from within the department other than the department chair, who are not

undergoing a post-tenure review, are eligible to serve on the committee as are all tenured faculty from outside of the department. The department chair is responsible for overseeing the election and formation of the post-tenure review committee. If the candidate under review is the department chair, then the dean or the department post-tenure review committee will evaluate the chair, determined at the discretion of the chair. By March 1st the members of the post-tenure review committee (or the dean if applicable for a chair's review) will submit the evaluation findings (*see Appendix B*) to the department chair, college dean, and the candidate under review. The candidate will place their evaluation results in their post-tenure review portfolio for their next review. The original review evaluation will be kept on file in the candidate's professional file in the dean's office.

V. Post-Tenure Ratings

Faculty members engaged in the process of post-tenure review will provide evidence of satisfactory performance in teaching, scholarship, and service in their post-tenure portfolio. The candidate will be presumed to have a rating of satisfactory in all categories. The satisfactory rating in each category is to reflect the faculty member's academic career span with emphasis on the five-year review period prior to the post-tenure review. The review committee (or dean if reviewing a chair) will have the burden of justifying an unsatisfactory review rating in any category based on the review ratings defined in this document.

A. Teaching

Teaching is defined as the processes or behaviors related to organizing and delivering knowledge; evaluating and facilitating learning; and in general, transmitting content to students (see PPM 8-11.E). It is the candidate's responsibility to provide evidence in the post-tenure portfolio of teaching effectiveness.

Evidence of Teaching Includes:

- Maintenance of knowledge and expertise (such as through conference attendance, scholarly works, new pedagogies, community-engaged learning, and course/curriculum currency) in the discipline especially pertaining to courses taught.
- Providing a course syllabus for each course taught that meets departmental and institutional requirements (see PPM 4.9a).
- Participation in departmental and institutional assessment of learning outcomes when needed.
- Interpretation of student evaluations including tracking data and briefly summarizing trends between sections over time (a minimum of two classes per year administered by the department and an impartial third party, according to PPM 8-11, III.C., or half of the courses taught when administrative responsibilities have lessened the required teaching load).

- Upholding professional teaching conduct such as by meeting classes regularly, on time, with meaningful instructional activities, and with sufficient established office hours.
- Working to improve areas noted by students and/or peers as needing improvement.

Clarification of Ratings for Teaching: A candidate shall be rated as satisfactory if he/she provides evidence and supports each teaching area aforementioned and typically receives satisfactory student evaluations.

B. Scholarship

Scholarship is defined as those activities that contribute to the profession and increase the individual's effectiveness as a professor by the creation of intellectual works. While the faculty member is not expected to be equally active in all areas listed below, it is the candidate's responsibility to provide evidence in the post-tenure portfolio of professional activity indicating ongoing scholarly endeavors since the last required review tenure at Weber State University.

Evidence of Scholarship Includes:

- **Refereed publications** such as articles in refereed journals or professional periodicals.
- **Textbook, textbook chapters**, other professionally written and credibly published learning materials.
- **Non-refereed publications** such as books, book reviews, published monographs, or other professionally reviewed written material.
- **Professional presentations** such as papers presented at international, national, regional, or state conferences or workshops.
- **Projects** such as grants, undergraduate, graduate, community-based, and action research, teaching innovations and developments, or other long-term professional associations with a public school, a service agency, or other field-based setting appropriate to the individual's discipline.
- **Professional improvement** such as additional degrees beyond the terminal degree, formal postgraduate study, documentation of additional training, additional or increased expertise through self-study and conference attendance, development of new courses and/or programs, or significant modifications to existing courses or programs.
- **Other** relevant professional scholarship.

Satisfactory Rating for Scholarship: A candidate shall be rated as satisfactory if he/she demonstrates a pattern of scholarly work that includes a minimum of three scholarship contributions above.

C. Professionally Related Service

Professional service is defined as those activities that provide professionally related value to the institution, the community, or professional organizations. While the faculty member

is not expected to be equally active in all areas listed below, it is the candidate's responsibility to provide evidence in the post-tenure portfolio of successful administrative and/or professionally-related service.

Evidence of Service Includes:

- **Leadership** positions in professional organizations.
- **Membership** in professional organizations.
- **Professionally-related community activities** such as speech making or serving on community boards.
- **WSU committee assignments** at the department, college, and/or university levels.
- **Service publications** such as newsletters, newspapers, popular magazine articles, and media interviews.
- **Professional service** supporting conferences, workshops, and seminars.
- **Administrative assignments** within the university.
- **Student advisement** activities or serving as an advisor to a student professional organization.
- **Developmental activities** which are service in nature, such as consulting.
- **Other** relevant professional service.

Satisfactory Rating for Service: A candidate shall be rated satisfactory if he/she accepts and performs, in a professional manner, a minimum of three service contributions (with at least one contribution to WSU) above.

VI. Remedial Actions Based on Unsuccessful Post-Tenure Review

If the faculty member is found to not be meeting the minimum satisfactory rating in teaching, scholarship, or service then the post-tenure review is considered unsuccessful.

A. First Unsuccessful Review

The faculty member will undergo post-tenure review in a period of not less than three years as determined by the department chair and college dean. The faculty member is responsible for remediating the rating deficiencies and both the university and college are expected to assist through developmental opportunities. The candidate will meet with his/her dean and department chair to establish developmental activities to improve performance (such as but not limited to mentorship, sabbatical, revised teaching responsibilities, and conference attendance). The mutually agreed upon plan will be signed and attached to the post-tenure review results to be housed in the candidate's professional file in the dean's office. A copy should also be kept by the department chair and candidate.

B. Second Unsuccessful Review

A faculty member's failure to successfully remediate deficiencies after two successive unsatisfactory reviews may result in subsequent action governed by due process pursuant to the standards and policies contained in PPM 8-25 and PPM 9-9 through 9-17.

Appendix A: Post-Tenure Review Portfolio (Moyes College of Education)

Candidates Name: _____ **Department:** _____

Date of Post-Tenure Review: _____ **Date Tenured:** _____

I. Brief summary of post-tenure accomplishment in teaching, scholarship, and professionally related service for the review period.

- 1. Annual review for the academic year 20__ - 20__.** *(most recent)*
Include a completed annual post tenure teaching, scholarship, and service table (see below)
- 2. Annual review for the academic year 20__ - 20__.**
Include a completed annual post tenure teaching, scholarship, and service table (see below)
- 3. Annual review for the academic year 20__ - 20__.**
Include a completed annual post tenure teaching, scholarship, and service table (see below)
- 4. Annual review for the academic year 20__ - 20__.**
Include a completed annual post tenure teaching, scholarship, and service table (see below)
- 5. Annual review for the academic year 20__ - 20__.**

Annual Post Tenure Teaching

Review Area	20__ - 20__ Academic Year Activities	Summary
Knowledge & Expertise – curriculum – conferences – works – pedagogies – community engaged learning – other		
Syllabi – courses taught		
Assessment of Learning Outcomes		
*Student Evaluations – tracked results		
Professional Teaching Conduct – class presence & management – office hours		
Improvements		
Self-Evaluation Rating and Justification: Satisfactory or Unsatisfactory		

A candidate shall be rated as satisfactory if he/she provides evidence and supports each teaching area above and typically receives satisfactory student evaluations.
 *a minimum of two classes/semester (per PPM 8-11, Ill.C.) or half administrator's courses taught.

Annual Post Tenure Scholarship

Review Area	20__ - 20__ Academic Year Activities	Summary
Refereed Publications		
Textbook – <i>textbook</i> – <i>chapters</i> – <i>other</i>		
Non-Refereed Publications – <i>books</i> – <i>book reviews</i> – <i>monographs</i> – <i>other</i>		
Professional Presentations – <i>international</i> – <i>national</i> – <i>regional</i> – <i>state</i> – <i>workshops</i>		
Projects – <i>grants</i> – <i>undergraduate, graduate, community-based, and action research</i> – <i>teaching innovations</i> – <i>other</i>		
Improvement – <i>post-terminal degree</i> – <i>formal postgraduate study</i> – <i>additional training</i> – <i>increased expertise/self-study</i> – <i>conference attendance</i> – <i>development of new courses and/or programs</i> – <i>significant modifications to existing courses or programs</i>		
Self-Evaluation Rating and Justification: Satisfactory or Unsatisfactory A candidate shall be rated satisfactory if he/she demonstrates a pattern of scholarly work that includes a minimum of three scholarship contributions above.		

Annual Post Tenure Service

Review Area	20__ - 20__ Academic Year Activities	Summary
Leadership Positions – <i>professional organizations</i>		
Memberships – <i>professional organizations</i>		
Professionally-Related Community Activities – <i>speech making</i> – <i>community board member</i> – <i>other</i>		
WSU Committee Assignments – <i>department</i> – <i>college</i> – <i>university</i> – <i>other</i>		
Service Publications – <i>newsletters/newspaper</i> – <i>magazine</i> – <i>media interviews</i>		
Professional Service – <i>conferences, workshops, and seminars</i>		
Administrative Assignments		
Student Advisement		
Developmental Activities – <i>consulting</i>		
Other		
Improvements		
<p>Self-Evaluation Rating and Justification: Satisfactory or Unsatisfactory <i>A candidate shall be rated satisfactory if he/she accepts and performs, in a professional manner, a minimum of three service contributions (with at least one contribution to WSU) above.</i></p>		

Appendix B: Post-Tenure Review Results (Moyes College of Education)

Candidate's Name: _____

Department: _____

Date of Post-Tenure Review: _____

Date Tenured: _____

Post-Tenure Review Committee Members:

1. _____ (Committee chair)

2. _____

3. _____

4. _____ (optional)

5. _____ (optional)

Review results are to be housed in the candidate's professional file in the dean's office. A copy should also be kept by the department chair and candidate.

Committee Findings:

___ Based on the evidence provided in the tenured faculty member's post-tenure portfolio, the committee finds that the candidate receives a satisfactory review for teaching, scholarship, and service.

___ Based on the evidence provided in the tenured faculty member's post-tenure portfolio, the committee finds that the candidate receives an unsatisfactory review for teaching, scholarship, and service.

Justification of unsatisfactory rating:

Committee recommendations to address deficiencies noted include:

OR

___ The committee recommends that the candidate meets with the department chair and dean to establish a plan to address deficiencies and attach that plan to this post-tenure review.

Committee Chair: _____ Date: _____

Department Chair: _____ Date: _____

College Dean: _____ Date: _____