
PERIODIC REVIEW OF TENURED FACULTY

PURPOSE: To establish policy and procedures for review of tenured faculty members at intervals not to exceed five years.

I. POLICY:

The State Board of Education requires that, at intervals not to exceed five years following the award of tenure, the performance of each tenured faculty member be reviewed by the faculty members of his or her department or equivalent unit, and the department chairperson or unit head. The faculty member's performance is reviewed as to its continuing effectiveness in teaching, research or creative activities, professionally-related service, other assigned responsibilities, and overall contributions to the department.

II. PROCEDURES:

A. Each year the Provost and Vice President for Academic Affairs notifies departmental administrators (the dean in the case of a college that is not departmentalized), in writing, as to the members of their units whose performance is to be reviewed during the year and as to the dates by which review procedures are to be completed. Each administrator communicates the names to the unit's faculty members and asks them to indicate whether they question the performance of any member who is under review

B. Preliminary Review:

1. If during the periodic review, the performance of a tenured faculty member is questioned in writing by a majority of members of the department or unit, or if the appropriate dean, the Provost and Vice President for Academic Affairs, or the President questions the faculty member's performance, then the Provost and Vice President for Academic Affairs must decide whether a full and complete review must be conducted in accordance with the procedures established for the initial evaluation for tenure at the institution. If during the periodic review, the performance of a tenured faculty member is not questioned in writing, members of the department or unit and the department chairperson or unit head must prepare a written review statement that the performance review has been conducted and that a full and complete review is not required.
2. On completion of the preliminary review, the unit administrator completes Form 1. The Provost's Office provides the form identified for the faculty member.
3. Exception for Associate Professors in the Promotion Process – Generally, the promotion from the rank of associate professor to full professor is considered no earlier than the fifth full year after attaining the rank of associate professor, which is generally contemporaneous with the granting of tenure. In such

cases, if review for promotion to full professor is scheduled during the fifth, sixth, or seventh full year after the award of tenure then the promotion review may, if it meets substantially similar criteria and goals of the post tenure review, take the place of the periodic performance review described here.

C. Thorough Review:

1. If the Provost and Vice President for Academic Affairs has determined that further review of a faculty member's performance is required, that review will be conducted by the appropriate college Promotion and Tenure Committee. The evaluation will be conducted on the basis of the termination guidelines in State Board Policy II, Subsection L, number 3: "Adequate cause" means one (1) or more acts or omissions which, singly or in the aggregate, have directly and substantially affected or impaired an employee's performance of his professional or assigned duties or the interests of the Board, institution or agency or school. In addition, any conduct seriously prejudicial to the Board, an institution, agency or school may constitute adequate cause for discipline, up to and including dismissal. Examples include, but are not limited to, one or more instances of sexual harassment or other form of harassment prohibited by law; immorality; criminality; dishonesty; unprofessional conduct; actions in violation of policies, directives, or orders of the Board, an institution agency or school; unsatisfactory or inadequate performance of duties, or failure to perform duties.
2. On completion of the thorough review, the unit administrator completes Form 2 (available from the Provost's office) and transmits it to the President; a copy of the completed form would be forwarded from the Provost's office if deemed necessary.

III. ACTION BY PRESIDENT AND STATE BOARD OF EDUCATION

- A. The President may approve implementation of recommended actions, if any, contained in the report of thorough review or may direct that other courses of action be initiated. Within 45 days after receiving the report, the President informs the faculty and the administrators concerned in writing, of the actions that are to be taken.
- B. If, in the President's opinion, the thorough review has clearly established the faculty member's performance to be so unsatisfactory as to constitute adequate cause for dismissal, the procedures prescribed by [State Board Policy in Section L; number four](#) will be followed.