

Department of Psychology

Post-tenure Review Criteria and Procedures

Approved by Faculty May 12, 2014

General Principles: In accordance with Board of Regents requirements, Article 7, section 4 of the *Faculty Senate Rules and Regulations*, and the University Policy on Post-tenure Review, the Department of Psychology, hereafter referred to as Psychology, has adopted these expectations and procedures for conducting post-tenure review. Post-tenure review is a process for periodic peer evaluation of faculty performance that provides an opportunity for a long-term assessment of a faculty member's accomplishments and future directions in the areas of teaching/advising, scholarship, and service.

Post-tenure review must be conducted in a manner that respects the rights of faculty members involved, including academic freedom, tenure, and due process. In addition, all those involved in the evaluation process must recognize that it is a confidential personnel matter and take appropriate steps to protect confidentiality.

Period for Review: Post-tenure review is conducted on a seven-year cycle and covers the seven-year period leading up to the review, including the six prior annual evaluation letters and activities since the last annual evaluation. The cycle is restarted if a faculty member is evaluated for promotion or is awarded a distinguished professorship. Some years may be excluded from the period in accordance with the University policy, and the review may be postponed if the faculty member is on leave during the year of review. The Dean of the College of Liberal Arts & Sciences will notify faculty members scheduled for post-tenure review no later than March 15th in the spring semester preceding the academic year of review.

Unit Expectations: All tenured faculty members must meet academic responsibilities in the areas of teaching/advising, scholarship, and service. Unless otherwise specified by the job description or differential allocation of effort, the ordinary allocation of effort is 40% teaching/advising, 40% scholarship, and 20% service.

Psychology has defined its standards and expectations for teaching/advising, scholarship, and service in its annual evaluation procedures. The expectations for post-tenure review are consistent with these standards, with overall productivity commensurate to the seven-year period under review. The following specific criteria shall apply for purposes of post-tenure review.

Criteria for Meeting Expectations in Teaching/Advising

In the Department of Psychology, the following teaching and advising expectations apply:

- Effective teaching of two courses per semester for a faculty member with a 1.0 FTE in the Department of Psychology, with adjustments made for joint appointments, approved leaves, or other approved reduced teaching loads (such as course buyouts from external funding); and
- Demonstrated effectiveness in teaching courses at undergraduate or graduate levels;
- Effective undergraduate mentorship and advising as judged by the faculty member's participation in general undergraduate advising, mentorship of Independent Study students, or direction of Undergraduate Honors theses; or
- Effective graduate advising as assessed through the direction of theses and dissertations, or service on thesis and dissertation committees; or

- Participation in teaching innovations (participation in CTE activities, development of new courses, course redesign, internationalizing a course, etc.).

Criteria for Meeting Expectations in Research and Creative Activity

In the Department of Psychology, the following scholarship expectations apply:

- Research engagement and the transmission of his or her findings and conclusions to colleagues or to the public at large;
- Pursuit of extramural research support from public or private funding organizations;
- Dissemination of research results in peer-reviewed publications, books, and book chapters; and
- Presentation of research to professional audiences through scholarly presentations, reviews, and workshops, which are typical means to disseminate scholarly work.

Criteria for Meeting Expectations in Service

In the Department of Psychology, the following service expectations apply:

- Regular service to the department through attendance of department meetings;
- Evidence of national service through journal reviewing, editorial activities (as member of an editorial board or serving as an editor or associate editor of a journal), or participation in grant reviewing;
- Participation in department committees (standing or *ad hoc* committees, faculty search committees, etc.); and
- Record of service to the College or University (for example, through membership on College or University committees, consultation with University faculty from outside the department, or service as an outside member on student academic committees) or service to the community (local, state, national, international).

Relation to the Annual Evaluation.

The post-tenure review will be conducted separately from the annual evaluation, but the post-tenure review file is incorporated into the documentation for the annual evaluation. The committee report will be considered as part of the annual evaluation process and the Department Chair will discuss the review with the faculty member in conjunction with that process. This discussion should concentrate on the future professional development of the faculty member with an aim toward enhancing meritorious work and improving less satisfactory performance, including adoption of a performance improvement plan, if necessary. Any action on the review that is within the scope of the Faculty Evaluation Policy must be taken under that policy.

Joint Appointments. The faculty member will provide both units with copies of *the Faculty Member's Statement section of the Post-Tenure Review File* (reflecting the representative effort in each unit), and a current curriculum vitae. The review goes forward with each unit preparing a separate committee evaluation summary and considerations by each chair and/or director to the dean. In the case of a jointly appointed faculty and unclassified academic staff member, the primary unit is responsible for the administrative protocols of engaging the secondary unit in the solicitation and collection of feedback relative to the evaluation of performance expectations in the secondary unit.

Review Committee: Post-tenure review is conducted by the Post-tenure Review Committee, which shall consist of three tenured faculty members selected in accordance with Psychology's by-laws

(see section B-5.). No person may serve on the committee if his or her spouse or partner is scheduled for review. A committee member who believes that there may be a conflict of interest should withdraw from the committee. If a faculty member who is undergoing review believes that there is a conflict of interest, he or she may object to the inclusion of a member. If the member declines to withdraw, the remaining committee members shall consider the basis for the alleged conflict and decide the matter. If a committee member withdraws or is removed based on a conflict of interest, the Department Chair will name a replacement.

Preparation of the File: Review will be conducted on the basis of a file that summarizes a faculty member's teaching/advising, scholarship, and service. In contrast to evaluation for promotion and tenure, copies of publications and original student evaluations are not required. Also, outside reviews of scholarship should not be submitted.

The faculty member under review shall provide a brief narrative statement of his or her accomplishments in teaching/advising, scholarship, and service during the review period as they relate to his or her long-term career path and goals. In addition, the faculty member shall submit a current curriculum vitae and a list of additional activities not covered on the curriculum vitae. The Department Chair will furnish copies of the faculty member's annual evaluation letters for the six years during the review period.

Evaluation and Report: The committee will review the file and evaluate the faculty member's overall performance and his or her contributions in the areas of teaching, scholarship, and service. Applying the expectations defined above, the committee will determine whether the faculty member's performance in each area, as well as whether his or her overall performance **meets expectations, exceeds expectations, or fails to meet expectations**. In making its evaluations, the committee must bear in mind that (1) faculty members have differing responsibilities and make different kinds of contributions to the mission of Psychology, the College, and the University; (2) a faculty member's activities vary over time according to his or her strengths, interests, and career path; and (3) innovative work may take time to reach fruition and may sometimes fail.

The committee will prepare a written report summarizing its evaluation. The report should provide a narrative description of the faculty member's activities, an explanation of the committee's ratings, and recommendations or suggestions for acknowledgement of contributions and future development of the faculty member. The committee will provide a copy of the report to the faculty member, who may submit a written response for inclusion in the post-tenure review file before it is forwarded to the Department Chair

Consideration by the Chair/Director: The committee's report (along with any faculty response) will be provided to the Department Chair. If the Department Chair agrees with the report, he or she will indicate that agreement in writing to the faculty member and place a copy in the post-tenure review file. If the chair or director disagrees with the committee's evaluation, he or she shall explain the reasons for any disagreement in writing, with a copy to the faculty member and the committee. The Department Chair may ask the committee to provide additional information or reconsider the review. If Department Chair disagrees with a positive evaluation by the committee, the faculty member may submit a written response. The Department Chair will forward the file to the dean of the College. *Post-tenure review files are due in the College Dean's Office by no later than noon, on the second Friday of March.*

Consideration by the Dean: The faculty member's post-tenure review file, including the unit committee's report (along with any faculty response) and the Chair's agreement or disagreement, is forwarded to the dean. Post-tenure review files are due in the College Dean's Office by no later than

noon, on the second Friday in March. The dean will consider the report and express his or her agreement or disagreement in the same manner as the Department Chair. Following the completion of review by the dean, if the dean agrees with the report, he or she will indicate that agreement in writing to the faculty member and place a copy in the file. If dean disagrees with the committee's evaluation, he or she shall explain the reasons for any disagreement in writing, with a copy to the faculty member and the unit committee. The dean may ask the committee to provide additional information or reconsider the review. If the dean disagrees with a positive evaluation by the unit committee, the faculty member may submit a written response. The dean will forward a summary of post-tenure review outcomes and copies of the post-tenure review files to the Provost, to ultimately be placed in the faculty member's personnel file.

Appeals: Following the completion of the review by the dean, if a disagreement between the committee and the Department Chair or dean cannot be resolved or if the faculty member wishes to appeal an evaluation of "fails to meet expectations" in the overall evaluation or any category of responsibility, the matter will be handled as an appeal under the Psychology's annual Faculty Evaluation Policy.

Report to the Provost: The dean will provide a summary of the results in the College and copies of the post-tenure review file to the Provost. The post-tenure review file will be placed in the faculty member's personnel file.