

Adopted Subject to Approval by UNC Board of Governors: --/--/08  
Amended Subject to Approval by UNC Board of Governors: --/--/09  
UNC Board of Governors Approved: --/--/--

**ELIZABETH CITY STATE UNIVERSITY**  
**Faculty Post-Tenure Review Policy**

**Preamble**

This policy shall govern the post-tenure review procedures at Elizabeth City State University (ECSU) and shall become effective upon approval by the UNC Board of Governors. As required by the UNC Board of Governors, the post-tenure review procedures will be implemented as a “comprehensive, periodic, cumulative review” of tenured faculty in addition to annual performance reviews.

**A. Principles**

The post-tenure review process for tenured faculty is a means of examining the performance of tenured faculty relative to ECSU’s mission of providing a challenging, student-centered learning environment to an increasingly multi-cultural student body in its offerings of baccalaureate programs in the arts and sciences, professional and pre-professional areas and master’s degrees in selected disciplines. The post-tenure review process incorporates the following principles:

- i. Expansion and strengthening of established annual evaluation procedures;
- ii. Recognition and reward of exemplary faculty performance;
- iii. Provision made for devising a clear plan and timetable for improvement of performance of tenured faculty found deficient;
- iv. Provisions for the imposition of appropriate sanctions which may, in the most serious cases, include a recommendation for discharge.
- v. Acknowledgement of the importance and significance of annual performance while providing for comprehensive, periodic, cumulative review of the primary professional teaching, research, and/or service responsibilities of faculty;
- vi. Cumulative review process to evaluate all aspects of professional performance relative to the mission of the institution, school, and program and to take place no less frequently than every five years [a review undertaken where tenure or promotion is granted qualifies as such a cumulative review];
- vii. Involvement of tenured peers in the review.

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Page 3 of 5

- vi. Additional items such as teaching philosophy, current curriculum vitae, course syllabi, professional development activities, and past student, chair, and peer evaluations will be included in the review process;
- vii. The PTRC will provide a copy of the committee's evaluation to the faculty member and meet with the faculty member to discuss the review. The PTRC's written feedback to the faculty member being reviewed should include recognition for observations of exemplary performance. A negative review by the PTRC must include a statement of the faculty member's primary responsibilities and specific descriptions of shortcomings as they relate to the faculty member's assigned duties. The faculty member must sign the Post-Tenure Review Evaluation Report and indicate agreement or disagreement;
- viii. The faculty member has the option of attaching a written response to the evaluation within ten (10) working days of receipt and submitting same to the PTRC to be attached to the Post-Tenure Review Evaluation Report.
- ix. After reviewing the documents, the Post-Tenure Review Committee will provide a written assessment and recommendation to the department chairperson ~~and the dean~~;
- x. The department chairperson shall consult with the PTRC on post-tenure review outcomes and forward written assessments and recommendations to the dean, including any attached faculty responses;
- xi. After reviewing the Post-Tenure Review Committee's assessment and recommendations, the dean shall provide the Provost and Vice Chancellor of Academic Affairs acknowledgment of the completion of the review.

### C. Weighted Criteria and Results

The assessed criteria making up the review consists of the following:

- i. Support and Recommendation Letters – 25%
- ii. Teaching Observational Assessment – 25%
- iii. Portfolio Assessment – 50%

Based on the overall summary review report from the school's Post-Tenure Review Committee, a faculty member's performance will be categorized by the score or percentage earned:

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- vi. The Post-Tenure Review Committee will be reconvened to conduct a follow-up assessment and will report its findings and recommendations to the dean, who in turn will share this information with the department chair and the faculty member. The dean will forward the findings and recommendations to the Division of Academic Affairs for administrative action.

E. Procedures for Due Process

Faculty who successfully complete the review process will be notified with a feedback letter of the results and reminded of the next five-year review that should be anticipated.

In accordance with the requirements of due process set forth in *The Code* of the University of North Carolina, ECSU may seek to discharge, suspend or demote a tenured faculty member who sustains unsatisfactory performance after having been given an opportunity to remedy such performance and fails to do so within a reasonable time.

F. Effective Date

This policy shall take effect when it is approved by the UNC Board of Governors.

**Fayetteville State University****Post-Tenure Review Policy****Introduction**

Fayetteville State University (FSU) considers excellence in faculty performance a necessary condition for achieving the university's mission and goals and ensuring institutional effectiveness. Since faculty members who enjoy the benefits of permanent tenure have an especially important role in helping the university fulfill its mission, FSU has established Post-Tenure Review to ensure ongoing faculty development and promote faculty vitality among tenured faculty. Post-Tenure Review (PTR) is a comprehensive, formal, periodic, and cumulative review that supports and encourages excellence among tenured faculty by

1. Recognizing and rewarding exemplary faculty performance.
2. Supporting increasing effectiveness in teaching, services, and research/creative activities and ongoing contributions to the department, school/college, and university.
3. Providing for a clear plan and timetable for improvement of performance of faculty found deficient.
4. For those whose performance remains deficient, providing for the imposition of appropriate sanctions, which may, in the most severe cases, include a recommendation for discharge, consistent with the criteria and procedures established in Chapter VI of *The Code* of the University of North Carolina.

**Faculty to be Reviewed**

The following factors will be considered in determining who must complete PTR.

1. All tenured faculty members who teach at least 50% of the standard teaching load will be required to complete PTR.
2. Tenured faculty members who receive release time for research or service activities, regardless of their teaching load, will be required to complete PTR. The allocation of responsibilities will be considered in the PTR process and the resulting recommendations.
3. Tenured faculty members who are on an approved leave from the university for at least one year may request that PTR be postponed for an amount of time equivalent to the leave.
4. Faculty members in the phased retirement program will not complete PTR.
5. Tenured faculty members who serve as department chairs, deans, and in other administrative positions will not be required to complete PTR until they relinquish their administrative roles.

**Timetable**

Every tenured faculty members will complete PTR in the year of the fifth anniversary of the last personnel action. "Personnel action" includes decisions about tenure and/or promotion, the last PTR, or the reassignment of an administrator to a faculty position. An application for promotion in rank will substitute for PTR. For example, a faculty who is awarded tenure at the rank of associate professor in 2011-12 will be scheduled for PTR in 2016-17. If this faculty member is promoted to the rank of professor in 2014-15, then he or she will complete PTR in 2019-20 and every subsequent five years.

Faculty Committee; and d. the dean of the college/school. At each level of review, the faculty member will be assessed as Exceeds expectations, Meets expectations; or Needs Improvement. Each committee's assessment will be determined by a simple majority vote of the faculty members participating in the review.

Prior to the implementation of this revised post tenure review process in fall 2010, each department will develop and publish criteria for assessments of "Exceeds Expectations," "Meets Expectations," and "Needs Improvement" for post-tenure review.

The Provost and Vice Chancellor for Academic Affairs will determine the overall evaluation on the basis of the following guidelines.

1. Exceeds expectations (overall) – The faculty member is judged exceeds expectations at three or more levels of review with no findings of needs improvement.
2. Meets expectations (overall) – The faculty member is judged exceed expectations and/or meets expectations at three or more levels of review with no more than one finding of needs improvement.
3. Needs improvement (overall) – The faculty member is judged as needing improvement at three or more levels of review regardless of the assessment at the remaining level of review.

Within ten (10) business days of the conclusion of each review, the faculty member will receive a written<sup>[1]</sup> summary of findings from the committee or administrative officer in the review process. If<sup>[2]</sup> a committee or administrative officer determines that the faculty member needs improvement, the committee's summary of findings shall include each of the following:

1. A statement of the faculty member's primary responsibilities and specific descriptions of shortcomings as they relate to the faculty member's assigned duties.
2. Specific recommendations for improvement.

The<sup>[3]</sup> faculty member may submit a written response to the summary of findings at any level of review. The faculty member must submit the written response within ten (10) business days of the receipt of the summary of findings. The faculty member's written response will be considered at all subsequent levels of review, including the Provost and Vice Chancellor for Academic Affairs in determining the overall evaluation.

### **Recommendation based on PTR findings**

Before the end of the academic year in which PTR is completed, the Provost and Vice Chancellor will inform the faculty member in writing<sup>[4]</sup> of the overall PTR evaluation. Faculty members who are assessed as Exceeds Expectations or Meets Expectations will be awarded salary increases as indicated below, pending the budget conditions as stipulated by UNC General Administration and the State of North Carolina.

1. Faculty members who earn an overall assessment of Exceeds Expectations will be awarded a 4% salary increase in addition to any other increases for which he or she is eligible.
2. Faculty members who earn an overall rating of Meets Expectations Satisfactory will be awarded a 2% salary increase in addition to any other increases for which he or she is eligible.

The report will be reviewed in succession by the following individuals and committees: the tenured faculty of the department, the department chair, the College Tenured Faculty Committee, and the dean. At each level of review, the committee or individual will assess the faculty member's progress as satisfactory or unsatisfactory. The faculty member will receive a written summary of findings from each committee and individual in the review process.

If the faculty member's progress is found to meet expectation at three or more levels of review, the faculty member will be determined to have successfully completed the plan of improvement and no further sanctions will be imposed on the faculty members. He or she will complete subsequent PTR according to the guidelines of the policy.

If the faculty member's progress is found to need improvement at three or more levels of review the faculty members may elect to participate in the phased retirement program (if eligible) OR procedures for discharge will be initiated according to the Section VI of the Code. Fayetteville State University considers unsatisfactory results of PTR as sufficient basis for discharge in accordance with Section 603 1.a. of the Code of the University of North Carolina, which states that a faculty member who is the beneficiary of institutional guarantees of tenure may be discharged for "incompetence, including significant, sustained unsatisfactory performance after the faculty member has been given an opportunity to remedy such performance and fails to do so within a reasonable time." The faculty member may exercise his or her right of appeal according to Section 603.3. of the Code<sup>10</sup>. If the faculty member appeals, his or her employment will continue during the appeal period, but the faculty member may be assigned duties other than teaching. If the faculty member's appeal of discharge based on PTR findings is successful, the faculty member's tenured status will be restored and he or she will complete PTR according to the schedule and guidelines of the policy. If the faculty member's appeal of discharge is rejected, his or her employment will be discharged in accordance with the Code..

#### **Review of Post-Tenure Review Policy**

To ensure that due process is followed in post-tenure review, the Faculty Evaluation Committee of the Senate will implement a procedure to monitor the administration of the policy and recommend revisions of the policy, as needed, to the Faculty Senate and the Provost and Vice Chancellor for Academic Affairs.