

## **Guidelines**

Tenured faculty shall be reviewed every five years by the committee described in policy 405.6.2(3).

The post-tenure quinquennial review meetings and subsequent meetings held between either the department head or supervisor and the candidate to review the committee's evaluation and recommendation, the candidate or department head or supervisor may request the presence of an ombudsperson in accordance with policy 405.6.5.

The basic standard for appraisal shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position as specified in the role statement.

This in-depth evaluation of tenured faculty shall include the review of the annual evaluation (405.12.1), and shall include the current curriculum vita and other professional materials deemed necessary by the faculty member, and any professional development plan in place.

The review will be discipline and role specific, as appropriate to evaluate: 1) teaching, through student, collegial, and administrative assessment; 2) the quality of scholarly and creative performance and/or research productivity; and 3) service to the profession, the University, and the community.

The criteria for the award of tenure or promotion to the most senior ranks shall not be employed for the review of the tenured faculty. In the event that a faculty member is promoted to the most senior rank, the review made by his or her promotion committee shall constitute the quinquennial review. In such cases, another in-depth review need not be scheduled for five years.

Upon completion of its review, the review committee for tenured faculty shall submit a written report to the department head or supervisor, who shall forward a copy to the director (where applicable), dean, or vice president. A copy of the committee's report shall be sent to the faculty member.

The department head, or supervisor may, as a consequence of the annual review process, initiate the negotiation of a professional development plan to help the tenured faculty member more fully meet role expectations.

The professional development plan shall be mutually agreed to and signed by the faculty member and the department head or supervisor and approved by the director (where applicable) or dean.

If agreement cannot be reached, individual departmental, college, and/or University appeal and hearing procedures should be used to resolve disagreement before implementing the professional development plan. Such appeal and hearing procedures

can, upon request, include a review of the professional development plan by the Review Committee described in policy 405.6.2(3).

The professional development plan should include elements which:

- 1) identify the specific strengths and weaknesses (if any) and relate these to the allocation of effort assigned in the role statement;
- 2) define specific goals or outcomes needed to remedy the identified deficiencies;
- 3) outline the activities that are necessary to achieve the needed outcomes;
- 4) set appropriate time lines for implementing and monitoring the activities and achieving the outcomes;
- 5) indicate appropriate criteria for progress reviews and the evaluation of outcomes; and
- 6) identify any institutional commitments in the plan.

The faculty member shall meet with the department head or supervisor, at times indicated as appropriate in the professional development plan, to monitor progress toward accomplishment of the goals or outcomes included in the plan.

The department head or supervisor shall, at the conclusion of the professional development plan, evaluate the fulfillment of the goals or outcomes described in the plan, in terms of the criteria established by the plan.

The department head or supervisor shall meet with the faculty member to review this analysis and subsequently, the department head or supervisor shall provide a written report of this review to the faculty member and shall also forward a copy to the director (where applicable), dean, or vice president.

In the event that the outcomes of a professional development plan are contested (405.12.3(3)), the review committee for tenured faculty may be called upon by the faculty member to conduct its quinquennial review ahead of schedule. In such cases, another in-depth review need not be scheduled for five years.

The review committee may also, at times, between its quinquennial reviews, review the professional development plan as described in sections (405.12.3(1-2)).