

## **FAQs**

### **Who is required to complete the post-tenure review?**

Faculty who have earned tenure - both at the Associate Professor and Full Professor ranks - and have NOT had a comprehensive review for a change in rank in the past five years.

### **How is the post-tenure review committee appointed and who services on the committee?**

According to policy 405.6.2 (3), the review committee shall consist of at least three tenured faculty members who hold rank equal to or greater than the faculty member being reviewed. The committee shall be appointed by the department head or supervisor in consultation with the faculty member and the director (where applicable), dean, or vice president and shall include at least one member from outside the academic unit. Department heads and supervisors shall not serve on this committee (see 405.12(2)).

### **What materials will the post-tenure review committee need to see?**

The individual to be reviewed will prepare and provide to the review committee a file consisting of:

- role statement
- vita
- course evaluations for the last five years and any peer evaluations of teaching that has been conducted
- department head's summary of recent annual reviews
- any other information deemed necessary by the faculty member to facilitate a fair evaluation

### **If a college or department has not completed post-tenure reviews on regular cycle - in fact are very delinquent in conducting any post-tenure reviews?**

It is recommended that the department or college start the process by selecting 20% of the full professors to review each year, starting with those who have been at the rank of professor the longest, and continuing until all have undergone post tenure review. At the same time, 20% of associate professors in each department or college who have been at the associate level for at least five years will be reviewed each year, starting with those who have been associate professors the longest, and continuing until all have either undergone review or have been promoted to professor.

### **What are the outcomes or impacts of the post tenure review process?**

The post tenure review process is an important tool in total quality management. Cyclical review of tenured faculty is process USU can use in providing exceptional teaching, research, and service. Faculty who complete the post tenure review are provided valuable feedback, including accolades and corrections. External review by our peers will work to improve the profession.

### **What is the purpose of the professional development plan?**

The professional development plan is designed to help the faculty member more fully meet role expectations. It not a punitive measure but developmental. The plan, initiated

by the department head and mutually agreed to by the faculty member, is intended to provide goals, activities, time-lines for completion, and standards for assessment.

**Since most all administrators also hold academic rank in a department or unit, do they also complete a post-tenure review?**

Deans, department heads, and other full time administrators will be reviewed every five years as administrators and do not fall under this policy.

**Who do I contact if I have questions or concerns about the post-tenure review process?**

For more information on the P&T process or for specific questions concerning Post Tenure Review Process, please contact:

Larry Smith, Vice Provost  
Utah State University  
1435 Old Main Hill  
Logan, UT 84322-1435  
(435) 797-0718