

# Post Tenure Review Policy

The purpose and criteria for post-tenure review is outlined in Faculty Document 1001b Faculty Policy and Procedures. Faculty of the Department of Horticulture will be evaluated in accordance with this document and the policies of the College of Agricultural & Life Sciences. The Department Chair will be evaluated by College administration based on input from the Department of Horticulture faculty and input from the Dean's Executive Council.

## **Procedures:**

Twenty percent of the tenured faculty will be evaluated each year. Faculty being reviewed for promotion to Professor will be reviewed in the year of promotion where possible in the rotation and will be counted among that years' 20%.

The review will be incorporated into the annual merit review process or combined with promotion or other reviews including, but not limited to, nominations for chaired professorships, teaching awards, and national professional honors or awards.

The Promotion Screening Committee members will develop findings for post-tenure review. This committee will create a draft report of findings advisory to the departmental Executive Committee. The Promotion Screening Committee by definition is composed of only tenured faculty members and is appointed annually by the Department Chair. When a member of the Promotion Screening Committee is scheduled for review while serving on the committee the balance of the committee shall conduct the preliminary review. The reviewee may request the dismissal of members of the Promotion Screening Committee and/or the Executive Committee from being part of the the post-tenure review due to conflict.

Documentation describing research, teaching and Extension activities will be used to evaluate quantity and quality of performance. The review shall be based on a current cumulative curriculum vita, and the last 5-years' professional activity reports, teaching evaluations, and other evidence of the faculty member's accomplishments and contributions that are deemed appropriate. A statement by the reviewee should include their most significant accomplishments during that period and their goals and plans for the next five-year period. The faculty member being reviewed can also provide any additional material deemed appropriate to document

accomplishments during the period under review. This might include student evaluations, Extension evaluations, or other commendations.

The Promotion Screening Committee will provide a copy of the draft report to the Department Chair who will subsequently provide a copy to the reviewee. The reviewee may accept the report as delivered, provide written comments to any part or all of the report or may request a meeting with the entire Promotion Screening Committee. The Department Chair will arrange this meeting. The material of the reviewee and the draft of post-tenure findings will be placed in the department main office at least two weeks prior to the Executive Committee meeting for review. The Executive Committee may accept, reject or modify the findings of the Promotion Screening Committee. The departmental Executive Committee will serve as the post-tenure review body and generate the final report concerning the matter. Acceptance of the report will be based on a simple majority vote of the Executive Committee faculty present at the meeting. Should a post-tenure review find unsatisfactory performance the Executive Committee may outline a process to assist the faculty member to gain greater demonstrable productivity. The final report from the Executive Committee will be given to the reviewee and the reviewee will have 2-weeks to respond in writing from the date of the report. If accepted, the report plus any comments will be placed in the permanent personnel file and a copy forwarded to the Dean's office. If rejected, the Executive Committee will re-consider their findings in light of the reviewee's comments. The reviewee will again have opportunity to comment on the report as described previously and the report plus any comments will be placed in the permanent personnel file, and forwarded to the Deans office. The Department of Horticulture shall preserve in the faculty member's personnel file all documents that played a substantive role in the review (except publications readily accessible) and a record of any action taken as a result of the review.

Modification of these procedures may be made by vote of the faculty of the Department of Horticulture in accordance with document 1001b and subsequent transmittal of changes to CALS administration.