



## Post Tenure Information

**Who is evaluated:** Tenured Faculty no longer eligible for nor pursuing promotion.

**Frequency of evaluation:** At least every five years, more frequently if necessary.

### **Purpose of Evaluation**

- The primary purpose of post-tenure review is to maintain and improve a tenured faculty unit employee.
- The principle subject is teaching effectiveness.
- The candidate can request additional review of scholarship/research, and service to the department/campus/community in addition to teaching.

### **Who evaluates:**

- Each tenured faculty member subject to periodic evaluation shall be evaluated by an elected peer review committee consisting of at least three tenured full-time department faculty of equal or higher rank.
  - A department member scheduled for this evaluation may not serve on any committee to conduct a periodic evaluation of tenured faculty during the year in which he/she is subject to evaluation.
- The department chair shall conduct an independent evaluation and submit a separate evaluation report.
- The dean shall not normally conduct a review except by appeal from the candidate.

### **Process for Evaluation:**

- The college develops a schedule specifying the order of evaluation of tenured faculty from year to year.
- Department Peer Review Committee and Chair shall conduct independent reviews of the submitted WPAF, and write and submit signed independent evaluation reports to the WPAF.
  - The faculty member being evaluated shall have the right to meet with the department chair prior to submission of his/her evaluation.
- The department chair and the chair of the peer review committee shall meet with the faculty member to discuss his/her strengths and weaknesses along with suggestions, if any, for his/her improvement.

### **Materials used for evaluation**

- The peer review committee and the department chair shall consider the following subject matter in conducting the reviews:
  - Student evaluations taken since the last evaluation of the faculty member's performance.
  - Signed, written statements from students, and other signed, written statements concerning the faculty member's teaching effectiveness only if the faculty member has been provided an exact copy of each statement at least five days before the evaluation.
  - Material submitted by the faculty member being evaluated. This evidence may include, but need not be limited to the following:
    - Teaching materials
    - Curriculum development
    - Participation in professional meetings
    - Professional lectures, seminars, workshops
    - Consultant work
    - Publications
    - Leave activities

### **Digital WPAF Folders:**

1. Attestations
2. Curriculum Vitae
3. Current ARTP Evaluations
4. ARTP History
5. Faculty Development Plan
6. Index
- 7.1 Teaching Effectiveness: Student Evaluations
- 7.2 Teaching Effectiveness: Peer Evaluations
- 7.3 Teaching Effectiveness: Syllabi
- 7.4 Teaching Effectiveness: Supporting Documents
8. Scholarly and Creative Activities Supporting Documents (not required)
9. University Service Supporting Documents (not required)
10. Community Service Supporting Documents (not required)
11. Other – Rename if needed

