

POST TENURE REVIEW GUIDELINES

Department of Marine Sciences

May 3, 2016

If any inconsistency or discrepancy is found in this document relative to the university guidelines, the university guidelines will supersede.

Purpose

The purpose of post-tenure review (PTR) is to examine, recognize, develop, and enhance, as appropriate, the performance of tenured faculty members at the University of Georgia. The review process will focus upon career development by identifying opportunities for faculty to reach their full potential in research, teaching, and service to the University, in line with their assigned duties.

Once tenure is granted, PTR is designed to provide a longer term perspective than is usually provided by the annual review, but can take advantage of information available through annual and other reviews as part of the process. PTR provides both retrospective and prospective reviews of performance, taking into account that a faculty member probably will have different emphases at different points in his/her career. It emphasizes career development and provides the perspective of multiple years of accomplishments and plans for development.

Coverage

All tenured faculty members in the Department of Marine Sciences (the Department) are required to be reviewed every five years, starting five years after the most recent granting of tenure or promotion to associate or full professor, and continuing at five year intervals unless interrupted by a successful review for tenure or promotion to associate or full professor. A faculty member who is on leave during the year he/she would ordinarily be reviewed will be reviewed the year after returning from leave-of-absence. The Department Head and any other faculty members with administrative responsibilities will not be subject to post-tenure review as long as a majority of their duties (>50%) are administrative in nature.

The schedule for faculty to be reviewed during the first five years of PTR implementation will be determined as follows. All tenured faculty members who have been granted tenure or promoted to associate or full professor during the past five years will be scheduled for PTR five years after this major review. All remaining tenured faculty members will be scheduled for PTR during the first five-year period by random selection, assuring that all tenured faculty are distributed evenly throughout the five-year period.

Criteria for Review

The criteria used for PTR reflect the three-fold mission of the Department in research, teaching, and service. These criteria and their application shall not infringe on accepted standards of academic freedom and their application must remain flexible enough to accommodate faculty

with differing responsibilities. Each faculty member's assigned research and instructional EFT must be considered when applying the criteria. The review shall be carried out free of bias or prejudice by factors such as race, religion, sex, color, national origin, sexual orientation, ethnicity, age, disability, political affiliation, or veteran status.

The standard to be used in evaluating research accomplishments is existence of a sustainable research program. Evidence for this may include (but not be limited to): publications (peer-reviewed, invited, books, and patents), funding (federal, industrial, private, and state), training of graduate students and/or postdoctoral scholars, supervision of technical staff, invited presentations (seminars at peer institutions, national and international meetings), citation impact, awards and honors associated with research accomplishments, and participation in the organization of scientific meetings. The department recognizes that the standards required to demonstrate a sustainable research program may differ between sub-disciplines in marine sciences.

The standard to be used in evaluating teaching accomplishments is effectiveness in teaching reflected by student learning and improvements in the learning environment and curriculum. Evidence for this may include (but not be limited to): peer review; student evaluations (both numerical scores from questionnaires and written comments); mentoring of undergraduate and graduate students in the research laboratory; documentation of curricular development; scholarly publications including textbooks and laboratory manuals; participation in the organization of education-oriented meetings and field trips; funding of educational grants; invited presentations on instructional topics; and awards and honors associated with teaching accomplishments.

The standard to be used in evaluating service is demonstrated service to society, the profession and the institution. Evidence for this may include (but not be limited to): participation on committees (as Chair or member), initiation of service-related actions (advisory boards and policy decisions), outreach efforts (K-12 classroom and community presentations, teacher training), and awards and honors associated with service; reviewing scientific manuscripts and proposals; participation in professional societies (as journal editor, editorial board member, officer, conference organizer). For faculty members who have a service component in their EFT, evidence for this may include (but not be limited to) activities that apply academic expertise to the direct benefit of external audiences in support of departmental, College, and University missions. It can include data analyses services, service-based instruction and training, and technical and professional consultation and assistance.

Documentation

Documentation of the performance of the faculty member being reviewed shall include:

- An up-to-date curriculum vitae
- Copies of the faculty member's annual performance review for the years under consideration
- Copies of the faculty member's annual activity reports for the years under consideration

- For those with a teaching EFT, measures of teaching activity and/or effectiveness, e.g., peer review reports (individual and collaborative), course teaching portfolios, classroom observation reports, or student evaluations
- A summary prepared by the faculty member of his/her accomplishments for the period under consideration and projected goals over the next five-year period (not to exceed two pages)
- Any other documentation that the faculty member considers to be important to the review process

It is the responsibility of the faculty member under review, with help and documentation from the Head of the Department (promotion/tenure unit head), to assemble the necessary documentation and provide it to the PTR committee. At the discretion of the faculty member under review, documentation may include materials collected for other major reviews (e.g., for special professorships or awards) since the last PTR.

Procedures for Conducting Review

For each faculty member scheduled for PTR in a given year, a three-member PTR committee of tenured faculty members in the Department (not including the Head) will be selected from those tenured faculty not scheduled for PTR that year. The following confidential PTR committee selection process will be applied by the Head to each faculty member scheduled for review in a given year, one at a time in a randomly selected order. Three committee members will be selected at random from the eligible whole, or faculty from other promotion/tenure units may be included, from which the candidate has an opportunity to strike up to five potential members. Each committee will then elect its own chair. No faculty member shall serve on more than two PTR committees in any given year. All members of a PTR committee are expected to contribute to the review.

By the end of Fall term of the academic year during which a faculty member is undergoing PTR, the faculty member must supply his/her PTR committee with the documentation specified above addressing the criteria specified above. The PTR committee must review the documentation for completeness and inform the faculty member by January 15 of additional documentation required, which must then be provided to the committee by the end of January. If requested by either the faculty member under review or by the PTR committee, an interview of the faculty member by the committee shall be scheduled.

By the end of February, the Post-Tenure Review Committee shall produce a concise, written summary of the review and a conclusion as to whether the faculty member's performance is deemed satisfactory; the PTR committee may also offer guidance on improving performance, and must do so if any aspect of the faculty member's performance is deemed unsatisfactory. This report is provided to the Department Head for transmittal to the faculty member under review. The Head will also meet with the faculty member to discuss the contents of the report. The faculty member shall have the opportunity to prepare a written response to the summary, which should be submitted within fifteen days of receipt of the written review. In addition, a faculty member may request reconsideration of the post-tenure review recommendation of the Post-Tenure Review Committee by submitting a letter and additional documentation to the

promotion/tenure unit head within fifteen days of receipt of the written review. Reconsideration shall culminate in a second review by the PTR committee within 1 month of receiving the reconsideration request.

A copy of the review summary and any written responses to it shall be given to the Department Head and shall be placed in the personnel file of the faculty member. A copy of the PTR committee's final report and any written response to that report by the evaluated faculty member should be finalized by the end of April. A faculty member may appeal in writing a PTR Committee action or decision within fifteen days of the final action of the PTR Committee. The appeal will go to the University-level Faculty Post-Tenure Review Appeals Committee.

Accountability

- Copies of the promotion/tenure unit's post-tenure review policies and procedures shall be filed with the Dean, Franklin College of Arts and Sciences (the Dean).
- The Department Head shall maintain a record of reviews completed, including the names of all reviewers.
- At the end of each academic year, the Dean shall receive a report from the Department Head, listing the names of faculty members reviewed during that academic year and summarizing the outcomes of the those reviews.
- Any exceptions to this review process must be approved by the Faculty Affairs Committee of the University Council.
- The periodic review of each promotion/tenure unit shall include review of the post-tenure process of the unit.

Faculty Development

PTR is an important opportunity for all faculty members as they seek to develop to their potential and perform at their full capacity. The Department Head should discuss with faculty members opportunities for faculty development as a result of PTR with advice from the PTR committee.

Unsatisfactory Performance

If a faculty member's performance in one or more areas is deemed unsatisfactory in the PTR, once all requests for reconsideration and appeals have been exhausted, the Department Head, the faculty member, and the chair of the PTR committee must establish a formal Faculty Development Plan. This Plan must then be approved by a majority of the PTR committee. The plan should:

- Define specific goals or outcomes to be achieved appropriate to a faculty member's EFT
- Outline suggested activities that will be undertaken to achieve the goals or outcomes
- Set appropriate times within which the goals or outcomes should be accomplished, not to exceed three years.
- Indicate appropriate criteria by which the faculty member will monitor progress

The Department Head will forward the Plan to the Dean. The Department Head, the Dean, and/or the appropriate Vice President for Academic Affairs will jointly be responsible for providing suitable resources for carrying out the Plan, as required.

During the annual evaluation interview with a faculty member with a Faculty Development Plan, the Head will review progress toward achieving the goals or outcomes outlined in the Plan. A progress report will be part of the annual evaluation that is forwarded to the Dean. After three years, the Head and a PTR committee (using previous members if possible or selected again as described in Procedures for Conducting Review) will determine whether the Faculty Development Plan has been successfully completed. The Head will report that finding to the Dean, who will proceed in accordance with University and Board of Regents' policies.