

SECTION: Academic

SUBJECT: Periodic Performance Review

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**Title: Periodic Performance Review**

**Background:** This policy complies with the Idaho State Board of Education Policy II.G.

**Point of Contact:** Office of the Provost/Vice President for Academic Affairs

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** N/A

**Date of approval by LCSC authority:** January 14, 2016

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 1/2016

**Summary of Major Changes incorporated in this revision to the policy:** Updated language regarding administrators who hold tenure; minor edits to comply with SBOE policy, clarification that division chair portfolios are reviewed by STPRC/ SPRC, updates to review and submission processes.

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1. Periodic Performance Review: SBOE Requirements

A. Tenured Faculty

- (1) At intervals not to exceed five (5) years following the award of tenure to faculty members, the performance of tenured faculty must be reviewed.
- (2) “Exception for Associate Professors in the Promotion Process – Generally, the promotion from the rank of associate professor to full professor is considered no earlier than the fifth full year after attaining the rank of associate professor, which is generally contemporaneous with the granting of tenure. In such cases, if review for promotion to full professor is scheduled during the fifth, sixth , or seventh full year after the award of tenure then the promotion review may, if it meets substantially similar criteria and goals of the post tenure review, take the place of the periodic performance review described here.” [SBOE, Governing Policies and Procedures, Section II, Subsection G, Topic 6, Subtopic g, Item (iii)]

B. Administrators Who Hold Tenure

Each administrative employee tenured as a faculty member will be required to undergo periodic performance review and shall be reviewed in the same manner as tenured faculty. When a tenured faculty member is serving as an academic administrator at the level of dean or above, the member is exempt from periodic tenure review. Should the

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administrator return to regular faculty duty, the member shall be reviewed in accordance with this policy.

2. Criteria for Recommendations and the Review Materials

A. Criteria for Recommendations

Recommendations must be based on the tenured faculty member's continuing performance in the following general categories: 1) teaching effectiveness, 2) advising; 3) scholarly or creative activities and professional development; 4) service to the college and profession; 5) collegiality; 6) overall contributions to the division and college; and 7) other assigned responsibilities.

B. Process for Recommending a Full and Complete Review

- (1) If the majority of the division faculty members, the division chair, dean, provost, or president recommends against a full review, each must prepare a written review statement that the performance review has been conducted and that a full and complete review is not required. These reviews are forwarded to the provost. The provost must prepare a written statement that the performance review has been conducted and that a full and complete review is not required.
- (2) A majority of the division faculty members, the division chair, dean, provost, or president may recommend a full tenure review. This recommendation must be supported by a written justification. In the case of the division, the justification must be written by a faculty member (other than the chairperson) chosen by the division, and it must be signed by a majority of the divisional faculty.
- (3) Upon receiving a recommendation and justification for full tenure review, the provost, in consultation with the STPRC, must decide whether a full and complete tenure review must be conducted in accordance with the procedures established for the initial review of tenure. The provost and STPRC may request additional information for review, and the faculty member will be invited to respond and/or provide additional information.

C. Periodic Review Portfolio (PRP)

- (1) The faculty member will develop a PRP containing a current curriculum vita (provided by the faculty member); all Student Feedback forms (SCEs) since the faculty member's last review; copies of all signed Annual Evaluations since the last review, and any additional materials the faculty member wishes to include.
- (2) The Portfolio will be made available for review in the division office.

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3. Procedures for Periodic Performance Review

A. Notification of Review

The provost will notify each faculty member whose performance is subject to periodic performance review of the timeline and process to be followed and request that a completed Periodic Review Portfolio be submitted to the appropriate Division office by the required due date. At the same time, the appropriate division chair, dean, and the president will be notified.

B. Periodic Review Portfolio

The Division Chair will ensure that a Periodic Review Portfolio for each faculty member is completed and contains all required materials. The Division Chair will ensure division faculty are notified that the Periodic Review portfolio is available for review and the date by which recommendations for or against a full review must be completed. The Division Chair assures the appropriate recommendation report forms are provided for division faculty.

C. Review Procedure

- (1) Division faculty. Division faculty review the Portfolio and forward their recommendation for or against a full review to the dean.
- (2) Division Chair. The division chair reviews the Portfolio and forwards her or his recommendation for or against a full tenure review and the Portfolio to the dean and applicant.
  - (a) When a division chair is up for tenure review, the portfolio will be reviewed by the appropriate standing committee (STPRC/ SPRC). The STPRC/ SPRC chair forwards the committee's recommendation for or against a full tenure review along with the Portfolio to the Dean and applicant.
- (3) Dean. The dean reviews the portfolio and forwards his or her recommendation for or against a full tenure review, the Portfolio, and the recommendations of the faculty and the division chair to the provost.
- (4) Provost. The provost reviews the Portfolio and recommends for or against a full review and forwards the Portfolio and recommendations of the faculty, the division chair, the dean, and the provost to the president.

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- (5) President. The president reviews the Portfolio and makes a recommendation for or against a full review and returns the Periodic Review Portfolio and all recommendations to the provost.

D. Resolution of Review Process

The provost reviews all recommendations and consults with the STPRC to determine whether a full and complete review must be conducted in accordance with the procedures established for initial evaluation for tenure. If a full review is called for, the provost notifies, in writing, the faculty member and the STPRC and copies the president, dean, division chair, and division faculty. A copy of the notification will be placed in the faculty member's personnel file.

4. Procedures for Full Tenure Review

A. Provost Recommendation

If the provost, in consultation with the STPRC, decides to proceed with a full tenure review, the provost will notify, in writing, the faculty member as well as the faculty members of the division, the division chair, dean, and president.

B. Policy and Procedures for the Review

- (1) A full tenure review will follow the current procedures for the initial granting of tenure in Policy No 2.111.
- (2) The Individual Tenure Committee and the STPRC may recommend either "continuation of tenure," "remediation," or "non-continuation of tenure."
- (3) Faculty members must excuse themselves from the STPRC during the review of their own case.

5. Termination of Employment

If following a full and complete tenure review, a faculty member's performance is judged to have been unsatisfactory or less than adequate during the period under review, the president may initiate termination of employment procedures for the faculty member.

6. Procedures for Appeal

Procedures for grievances are covered under the Faculty Governance Policy No. 2.115.

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7. Timeline

A. A Periodic Performance Review Timeline follows. Deadlines that occur on weekends or holidays are automatically extended to the next working day.

<b>By</b>	<b>Action</b>
Second Week in May	Provost <ul style="list-style-type: none"> <li>• notifies those who will be reviewed in upcoming year</li> </ul>
First Week in September	Faculty <ul style="list-style-type: none"> <li>• submit Performance Review Portfolio to Appropriate Division Office</li> </ul>
Second Week In September	Division Chair <ul style="list-style-type: none"> <li>• ensures Periodic Performance Reviews Portfolios are ready for Review in Division office and notifies Division Faculty</li> </ul>
Fourth Week in September	Division Faculty Division chairs Deans <ul style="list-style-type: none"> <li>• submit recommendations to Provost</li> </ul>
First Week in October	President <ul style="list-style-type: none"> <li>• submits recommendation to Provost</li> </ul>
Second Week in October	Provost <ul style="list-style-type: none"> <li>• completes review and calls for full tenure review, if needed</li> </ul>