

SUBJECT: PERIODIC PERFORMANCE REVIEW

I. 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, October 2002, Section II, Subsection G, Topic 6, Subtopic g, Item (3)]

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.

II. 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 and advising effectiveness; 2) scholarly or creative activities and professional development; 3) service to the college and profession; 4) collegiality; 5) overall contributions to the division and colleges; and 6) 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

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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 Reactions to Instruction since the faculty member's last review (available in the faculty member's division office); copies of all 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.

III. Procedures for Periodic Performance Review

A. Notification of Review

The Provost will notify all faculty whose performance is subject to periodic performance review of the timeline and process to be followed and request that a completed Periodic Performance Review Portfolio be submitted to the appropriate Dean's office by the required due date. At the same time, the appropriate Division Chairs, Deans, and the President will be notified.

B. Periodic Performance Review Portfolio

The Dean will ensure that a Periodic Performance Review Portfolio for each faculty member is completed and made available for review in the faculty member's Division Office and appropriate recommendation report forms are provided division faculty and division chair.

The Dean will notify the division faculty and the Division Chair that the Portfolio is available and the date by which recommendations for or against a full review must be completed.

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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 PPR 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.
5. President. The President reviews the Portfolio and makes a recommendation for or against a full review and returns the Periodic Performance 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.

IV. 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.

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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.

V. 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.

VI. Procedures for Appeal

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

VII. Timeline

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

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