

**Department of Integrative Biology**  
**Policies and Procedures for Post-Tenure Review of Faculty**  
*revised by the departmental Executive Committee on 11/6/2018*

In accordance with Faculty Policies & Procedures (FP&P) 7.17, the Department of Integrative Biology has established the following departmental policies and procedures for the post-tenure review of faculty.

**A. Purpose**

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The purpose of the review of tenured faculty is to recognize outstanding achievement, to provide opportunities for mentoring and professional development, and to help identify and remedy, from a faculty development point of view, any deficiencies in teaching, service, outreach/extension, and research/scholarly productivity. The review is to be appropriately linked to the merit process, and should not involve the creation of unnecessary additional bureaucracy. Post-tenure review, as clarified in FP&P 7.17.A, is not a reevaluation of tenure and is not undertaken for the purposes of discipline or dismissal.

**B. Criteria**

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The basic standard for review shall be whether the faculty member under review discharges conscientiously and with professional competence in the duties appropriately associated with the faculty member's position. In the Department of Integrative Biology, faculty are reviewed in each of the following three categories, similar to those used for annual merit or promotion review:

(1) Research and Scholarly Productivity. Includes, but is not limited to:

- Papers published, in press, and manuscripts submitted
- Peer-reviewed articles, chapters, and conference papers
- Monographs, textbooks, and edited volumes published with a major press
- Open-source databases, online tools, multimedia productions, and other networked, digital resources related to scholarship
- Applications for grants and grants awarded for research support
- Awards recognizing research contributions
- Invited and contributed talks and lectures on research

(2) Teaching. Includes, but is not limited to:

- Courses taught and number of students in each course
- Graduate and undergraduate students supervised, and post degree training appointees
- Number of Masters and Ph.D. theses completed and participation in preliminary and final (M.S. and Ph.D.) examinations
- Time spent advising students
- Letters of recommendation written for undergraduate and graduate students
- Teaching innovation, especially new course development, new modes of delivery, attention to grade gaps, improved assessment of student learning, or revised curricula
- Application and grants awarded for instructional innovation or improvement
- Awards recognizing teaching contributions and excellence

- (3) Service and Outreach/Extension. Activities should be based on professional expertise. Includes, but is not limited to:
- Departmental, college, and campus committees
  - Presentations and publications for a broad non-specialist audience and/or local groups
  - Participation in local, state, and national professional associations and societies
  - Planning of national and international symposia
  - Reviews of manuscripts for refereed journals and of research proposals for funding agencies
  - Editorships

Faculty scheduled for review will be rated in each of the three categories above and overall according to the following scale (as noted in FP&P 7.17.B.5):

- Exceeds expectations: “Exceptionally good” performance.
- Meets expectations: “Discharging conscientiously and with professional competence the duties appropriately associated with the faculty member's position”.
- Does not meet expectations: “Substantial deficiencies” in performance.

### **C. Procedures**

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1. At the end of each academic year, the department chair verifies the list of reviews scheduled to be completed during the following year, notifies each faculty member scheduled for a post tenure review in writing, and establishes the timeline for the completion of the process. Each tenured faculty member should be scheduled for review once every five years. For any faculty members who are tenured in more than one unit, the department chair should coordinate with the leadership in the other unit to verify timing of the review.  
*[by September 5]*
2. The executive committee appoints two or more tenured faculty members to review each faculty member. The executive committee may also vote to delegate the assigning of proposed review committees to the department chair. In the case of a faculty member with appointment in more than one department, the department chairs of the relevant departments shall agree in writing on procedures for the conduct of the review.  
*[by October 10]*
3. The department chair informs each faculty member under review of their proposed review committee. Faculty members have one week to formally object to any proposed reviewer in writing to the department chair. If there are any objections, the department chair shall identify another appropriate reviewer. The chair may confidentially consult the relevant dean if necessary as part of this process.
4. Once the Review Committee has been accepted by the faculty member, the faculty member shall supply supporting evidence to the review committee, including a current curriculum vitae, student evaluations or summaries of evaluations from all courses taught since the last post-tenure review, annual activities reports since the last post-tenure review, brief summary of career plans for the future, and evidence of the faculty member's accomplishments and contributions that the review committee or the faculty member feel are relevant to the review. The faculty member may elect to compile an activity report covering the entire period under review to highlight progress toward long term goals. Letters from outside the University are not ordinarily expected, but could be solicited at the discretion of either the faculty member or the review committee. The review committee may take other steps

considered useful in making a fair and informed judgment, including, but not limited to, consultation with individuals who have knowledge of the faculty member's work.  
[by November 15]

5. Review Committee shall provide the faculty member with a written summary of the review.  
[by January 20]

The faculty member shall have the right to prepare a written response to the summary within 30 days of receipt.

A copy of the summary and any written response to it shall be placed in the personnel file of the faculty member, be given to the department chair, and be given to the appropriate dean for sufficiency review. [by March 1]

If neither the department review nor the dean's review indicate substantial deficiencies, the post-tenure review process is concluded.

If the review identifies areas in need of improvement, the Chair will meet with the faculty member to develop a written plan for mentoring and professional development to address all issues identified in the review following procedures described in FP&P 7.17.

#### ***D. Accountability***

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This policy can be modified by a simple majority of faculty, subject to approval by the Dean of the College of Letters & Science. The periodic review of the Department of Integrative Biology shall include a review of this policy.