

Post-Tenure Review Policy  
School of Public and International Affairs  
The University of Georgia  
2015

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Purpose. The purpose of post-tenure review is to examine, recognize, develop, and enhance the performance of tenured faculty members in the School of Public and International Affairs.

Criteria. The criteria for review will be those utilized in promotion and tenure decisions as stated in The University of Georgia Guidelines for Appointment, Promotion, and Tenure. The application of the criteria to the review of individual faculty members should account for faculty having differing responsibilities and particular strengths that contribute to the needs of the School in distinct ways. The application of the criteria should include allowance for the cumulative impact of the faculty member's career as well as performance during the last five years. In accord with the University policy on post-tenure review, the review should include appropriate consideration of a faculty member's contributions to interdisciplinary programs, governance, administration, and other programs outside the School.

The reviews should not infringe upon accepted standards of academic freedom of faculty. The reviews should also be 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.

Timing of Reviews. The reviews shall be conducted once every five years after tenure or promotion to professor has been granted unless delayed because the faculty member is on leave. If the faculty member's PTU votes to recommend favorably a tenured faculty member for promotion to professor for consideration by upper-level University committees during the academic year in which the post-tenure review would otherwise take place, that favorable promotion review at the PTU level will be considered as having satisfactorily completed the post-tenure review for that cycle.

The schedule for post-tenure review is based on the chronological order of the last promotion and tenure decision, whichever is later. The Dean's Office shall maintain this list. Each academic year the Dean's Office will provide a timetable for conducting the post-tenure reviews to ensure that all post-tenure reviews are completed and the report delivered to the faculty members being reviewed by the end of the academic year.

Post-Tenure Review Committee Selection. The committee conducting the post-tenure review of a faculty member in the School shall consist of three members selected in the following way:

1. A panel of eight tenured faculty members of the School will be selected using a random selection method by the Dean's Office early in the academic year in the presence of the faculty subject to review if they desire. The following faculty members may not be selected for the panel of possible review committee members for a given year: the Dean; Associate Dean, faculty members to be reviewed during the academic year; and any

faculty member who is in the process of a formal faculty development plan mandated by an unsatisfactory result of a post-tenure review.

2. Under University policy, a faculty member being reviewed has the right to strike, in confidence, up to five faculty members from the committee that will conduct his or her review. The Dean's Office shall inform each faculty member being reviewed of the names on the panel and provide each of them with the opportunity to strike up to five names from the list. Such strikes must be provided to the Dean's Office in writing, which shall retain the record of strikes until the review process is satisfactorily completed, at which time the record of strikes will be returned to the faculty member under review. The Dean's Office will then meet with each faculty member being reviewed, and in the presence of that faculty member, conduct a random selection from those remaining on the panel after any strikes the three members who will constitute the Post-Tenure Review Committee for that faculty member. The outcome of this meeting will be recorded and both the Dean's Office and faculty member will attest that this procedure was followed in selecting the committee members.
3. The Dean's Office will then announce to the faculty the composition of each committee and convene the committee to select a chair who will be responsible for convening future meetings of the committee.

4.

Documentation. The faculty member is responsible for providing materials to the Post-Tenure Review Committee responsible for his or her review. The materials should include:

1. An up-to-date curriculum vitae.
2. Copies of the faculty member's annual report to the Department Head for the previous five years. The acceptance of articles and manuscripts not yet published should be documented.
3. Copies of the faculty member's annual performance review for the previous five years. (The Department Head shall assist the faculty member in compiling this information.)
4. Course evaluations for the courses taught during the previous five years (The Department Head shall assist the faculty member in compiling this information.)
5. A concise summary of the faculty member's major accomplishments and future plans not to exceed two pages in length.

The faculty member shall have access at any stage of the process to the review file and nothing shall be added to the file after it is submitted by the faculty member without his or her knowledge and consent. If either the faculty member or the Post-Tenure Review Committee desires, a discussion with the faculty member about his or her contributions to the profession shall be held. A faculty member desiring a discussion shall file his or her request in writing to

meet with the committee with both the committee chair and a representative from the Dean's Office.

Committee report. After conducting its review, the Post-Tenure Review Committee for each faculty member shall provide the faculty member with a concise, written summary of the review and a conclusion as to whether his or her performance is deemed satisfactory. The committee may also offer guidance on improving performance. If the performance is deemed not satisfactory, the Post-Tenure Review Committee shall provide a report identifying the areas of weakness and suggest actions that might strengthen the faculty member's performance. The report shall be given to the Dean's Office which will forward it to the faculty member.

The faculty member shall have the opportunity to prepare a written response to the report of his or her Post-Tenure Review. A copy of the report and any written response to it shall also be given to the Dean's Office and placed in the personnel file of the faculty member. The Dean's Office shall also maintain in the faculty member's personnel file all documents that were utilized in the review (other than documents such as publications that are readily available elsewhere), and a record of any action taken as a result of the review.

Appeals Process. A faculty member who disagrees with the decision of the Post-Tenure Review Committee may request reconsideration of that decision within fifteen working days of receipt of the written report by submitting a letter along with any additional documentation to the Dean's Office. If after reconsideration by the Post-Tenure Review Committee, a faculty member still disagrees with the decision of the Post-Tenure Review Committee, the faculty member may appeal in writing within fifteen days directly to the Faculty Post-Tenure Review Appeals Committee. The Faculty Records Office of the Vice President for Academic Affairs will have information about how to contact the appeals committee.

Formal Faculty Development Plans. If a faculty member's performance is deemed not satisfactory in the review, once all requests for reconsideration and appeals have been exhausted, the Department Head, the faculty member and the chair of the Post-Tenure Review Committee that reviewed the faculty member must establish a formal plan of faculty development. This plan must be approved by a majority of the Post-Tenure Review Committee that reviewed the faculty member. The plan should a) define specific goals for outcomes to be achieved; b) outline activities that will be undertaken to achieve the goals for outcomes; c) set appropriate times within which the goals or outcomes should be accomplished; and d) indicate appropriate criteria by which the faculty member will monitor progress. The Department Head, the Dean, and the Vice President for Academic Affairs are jointly responsible for arranging suitable resources for the development plan, if required. The Department Head will meet with each faculty member whose performance was deemed unsatisfactory in a post-tenure review at the time of the annual evaluation to review progress toward achieving the goals or outcomes of the development plan. A progress report, which will be included in the annual review, will be forwarded each year to the Dean. After three years it will be the responsibility of the Dean's Office, the Department Head, and the Post-Tenure Review Committee that reviewed the faculty member's performance to determine if the faculty member, whose performance was deemed not satisfactory, has been successful in completion of the faculty development plan. If any member or members of the original Post-Tenure Review Committee are not available to serve because they are no longer on

the faculty or they are on leave during the time of the review, the additional faculty member or members needed to comprise a three-member Post-Tenure Review Committee shall be selected at random from that year's eight-member panel, subject to the five strikes allowed to the faculty member being reviewed. The this Post-Tenure Review Committee's finding will be reported to the Dean for appropriate action.

The overall review process also encourages faculty development activity by all faculty members as each prepares for this periodic review.