

SON Post Tenure Review Policy FY2015-16.pdf



University of North Carolina at Chapel Hill School of Nursing
Post-Tenure Review Policy

Definition

Post-tenure review is a systematic process for the periodic, comprehensive review of the performance of all faculty members having permanent tenure and whose primary duties are teaching, research, and service.

Goals & Purpose

The goals of post-tenure review are to promote faculty development, ensure faculty productivity, and provide accountability. Accordingly, the purpose of post-tenure review at the University of North Carolina at Chapel Hill is to “support and encourage excellence among tenured faculty by:

- (a) providing a plan and annual milestones with which to measure faculty performance;
- (b) recognizing and rewarding exemplary faculty performance;
- (c) providing for a plan and timetable for improvement of performance of faculty found deficient; and,
- (d) for those whose performance remains deficient, providing for the imposition of serious sanctions, which may, in the most serious cases, include a recommendation for discharge.”

The post-tenure review process conforms to the policies and guidelines concerning post-tenure review adopted by the Board of Governors of the University of North Carolina and by the University of North Carolina at Chapel Hill.

Schedule for Review

In consultation with the Division Chair, faculty will develop five year goal(s) or plans which include milestones that are aligned with annual performance evaluations. These plans may be modified annually by the faculty member in consultation with the Division Chair.

Professors and Tenured Associate Professors will be reviewed at least every five years as specified in the School of Nursing *Faculty Appointment and Promotion Guidelines* policies and procedures. With input from Division Heads, the Dean may schedule a review for an individual faculty member sooner than five years after the faculty member’s last review if the Dean has concerns about the faculty member’s performance or to evaluate the success of a development plan previously created for the faculty member.

Criteria for Review

Professors. Professors shall submit to the Appointment, Promotions, & Tenure (APT) Committee those materials for review described in S:\SHARED\APT Info\Review

Sheets\5yr-prof-post-tenure-revmaterials.doc. The self-assessment shall focus on teaching, research, and service performance, impact, and recognition covering the five years prior to the review year and include the five year goal(s) or plans, milestones and annual progress toward the milestones.

Tenured Associate Professors. Tenured Associate Professors shall submit to the Appointment, Promotions, & Tenure (APT) Committee those materials for review described in S:\SHARED\APT Info\Review Sheets\5yr-assocprof-post-tenure-prom-revmaterials.doc. The self-assessment shall focus on teaching, research, and service performance, impact, and recognition covering the five years prior to the review year and include the five year goal(s) or plans, milestones and annual progress toward the milestones. In the case of tenured associate professors seeking promotion to professor in the same year as their post-tenure review is due, both promotion and post-tenure review procedures will occur simultaneously.

Review Process

Faculty scheduled for post-tenure review will be given a six-month notice of the review by the Chair of the APT Committee. The Post-Tenure Review Committee shall consist of the members of the APT Committee at or above the rank of the faculty member under review. The APT Committee will evaluate the materials submitted by the faculty member and assess the faculty member as exceeding, meeting, or failing to meet expectations. In addition, the APT Committee will identify areas of outstanding performance and, when warranted, areas in need of improvement. Following a discussion and vote by the APT Committee members as to whether the faculty members exceed, meets, or fails to meet expectations, the Chair of the APT Committee will send a letter summarizing the review outcome to the faculty member, the faculty member's Division Head, and the Dean.

The Division Chair will consult with the APT Committee prior to rendering his/her final written evaluation of the candidate. The Dean will provide a written evaluative review in addition to the review conducted by the APT Committee and the Division Chair.

Opportunity to Respond or Appeal

Each faculty member under review is given an opportunity to provide a written response to the Dean to the report of the APT Committee. The Dean will maintain a record of the Committee's report and any response to it as a part of the faculty member's University personnel file. In those rare cases where substantial deficiencies have been identified, the faculty member may appeal the findings and recommendations of the APT Committee to the Dean whose decision shall be final. When the Dean is being reviewed, the administrative officer at the next highest level will assume the function of the Dean in the review process. All post-tenure review procedures are subject to the *Trustees Policies and Regulations Governing Academic Tenure* (<http://policy.sites.unc.edu/files/2013/04/tenure.pdf>).

When Deficiencies Are Identified

For faculty members whose performance reflects substantial deficiencies, a comprehensive development plan for improvement shall be prepared. Development plans shall be created jointly

by the faculty member under review and the Division Head, following the recommendations provided by the APT Committee and taking into account the faculty member's interests, abilities, and career stage, and the needs of the School. In the event of a dispute regarding the contents of the development plan, the Dean will determine the contents of the plan. The development plan shall include clear goals and steps to achieve them; define indicators of goal attainment; establish a clear and reasonable time frame for the completion of goals; identify resources available for implementation of the plan; and state the consequences of failure to attain the goals. Annual faculty reviews shall be used to assess progress toward goals specified in the plan. The Division Head shall acknowledge in writing the faculty member's progress toward successful completion of the development plan.

In the case of a faculty member who fails to complete a development plan successfully and whose performance continues to be deficient, the Division Head shall notify the Dean, who will consider whether grounds for dismissal or other disciplinary action exist under the *Trustees Policies and Regulations Governing Academic Tenure*.

Called Reviews

Failure to perform at a satisfactory level at rank in teaching, research and service may result in an early or called post-tenure review. In this circumstance, the Division Head may recommend an early review to the Dean. If the Dean concurs with the Division Head's recommendation, the Dean will inform APT and the faculty member of the semester when the review will be scheduled. The faculty member will be given at least 3 month notice of the review.

Periodic Review of Post-Tenure Review Process

The APT Committee will evaluate and, if deemed necessary, revise the post-tenure review process every five years.

APT approved 10/19/2009. Revised April, 2015.