As stated in the *CLASS Policy Manual*, “Post-tenure review is intended to evaluate the performance of tenured faculty relative to the mission and goals of the department and university while at the same time support and develop the faculty in their accomplishments in teaching, scholarship, and service” (303). The department supports these goals and has adopted the following guidelines to conform with college policies.

**Regular Procedure**

Each tenured faculty member’s Post-Tenure Review will occur on a rotating five-year schedule, beginning with the faculty member’s last major personnel decision (i.e., tenure or promotion). “Post-Tenure Reviews will continue every five years until the faculty member submits to the dean a written statement of his or her intention to retire within the next five years. A faculty member’s five-year evaluation period may be interrupted by a change of status (for instance, a full-time administrative assignment) or promotion. In these cases, a new five-year interval will be set.” (*CLASS Policy Manual 303 A*).

By December 1st of a faculty member’s review year, the faculty member will submit the following items to the department chair:

- A current *curriculum vitae* in standard format, highlighting the review period
- Copies of annual performance reviews for the review period
- Summary of student ratings of instruction for the review period
- The results of the candidate’s most recent major personnel evaluation (tenure, promotion, or previous post-tenure) by the department
- Evidence of peer evaluation of instruction
- Self-evaluation narrative with projected goals

These items will be submitted in a single 1.5” notebook with supporting materials, if any, submitted separately.

If the faculty member chooses, he/she may request an additional level of review by tenured members of the department personnel committee before the chair writes an evaluation for the college. The committee will review the faculty member’s materials and make a recommendation to the chair based on their assessment of those materials. Should the faculty member choose to exercise this review option, the faculty member should notify the department chair no later than November 15th of the review year.

After materials are submitted by the faculty member, only the dean may alter the packet, following consultation with the department chair, based on verified significant accomplishments or other
information that has become available since the packet was submitted and only with written notification to the candidate.

By February 1, the department chair will submit these materials, as well as the chair’s evaluation of the faculty member, specifically written for the purpose of the Post-Tenure Review, to the college. Prior to submission of a faculty member’s post-tenure review dossier to the dean, the faculty member will be provided with a copy of the department chair’s post-tenure review evaluation. The faculty member’s post-tenure review dossier will be reviewed by the college personnel review committee in the areas of teaching, scholarship, and service. Where appropriate, the committee may also evaluate the faculty member’s progress towards promotion.

Remediation of Deficiencies

“In cases where a faculty member is identified as having deficiencies, the department chair and faculty member will establish a formal plan of development for addressing those deficiencies, along with a timeline as described in Section 213 of the Georgia Southern University Faculty Handbook. In cases where severe or chronic deficiencies are found, or in cases where deficiencies have not been remedied according to the established timeline, the dean may recommend that the faculty member be dismissed. In these extreme cases, the dean will follow the university’s policy on the dismissal of tenured faculty” (CLASS Policy Manual 303 C).