Post-Tenure Review and Non-Tenure-Track Faculty Fifth-Year Review Guidelines
(Approved by department on April 24, 2020; sent to dean for ratification on April 24, 2020.)

A. Post-Tenure Review and Non-Tenure-Track Faculty Fifth-Year Review

1. Definition

The Post-Tenure Review and Non-Tenure-Track Faculty Fifth-Year Review are processes that intend to provide periodic and comprehensive evaluations of the performance of tenured faculty (TT) and non-tenure-track faculty (NTT), which includes senior/principal lecturers, in the areas of teaching, scholarship (TT)/professional development (NTT), and service. A holistic approach will be used to evaluate faculty members who undergo the post-tenure review or the fifth-year review in recognition that tenured faculty and non-tenure track faculty may choose to emphasize one or more of these areas during their post-tenure (or post-promotion) careers. Demonstrated activity and/or exemplary competence is required across these areas.

2. Timing and Material

All faculty members in the department must undergo a major review in their fifth year after their initial promotion, and every five years thereafter.

By November 1 of the review year, all post-tenure or fifth-year review materials must be submitted according to College guidelines. The Department Personnel Committee will then evaluate the review materials and provide the department chair their recommendation by January 20. The department chair will submit a recommendation by February 1 of the faculty member’s review year. At the conclusion of each stage of the review, the department chair will provide the faculty member with a copy of the evaluation and discuss it with him/her. The faculty member may submit a written response to be included with his/her materials.

Post-Tenure and Fifth-Year Review Material must include:

- For all:
  - An up-to-date curriculum vitae highlighting the review period;
  - Copies of the annual performance review for each of the five years under consideration;
  - The results of the faculty member’s most recent major personnel review;
  - A self-evaluation narrative of accomplishments (teaching, scholarship/professional development, service) for the period under review and projected goals for the next five-year period; and
  - An analysis of Student Ratings of Instructions;
- For TT only:
  - A list of publications since the last major review;
  - Any other materials to demonstrate effectiveness in teaching or scholarship or service;
  - Copies of all publications (as defined by the Annual Review Guidelines) since the last major review;
- For NTT only:
  - Any other materials to demonstrate effectiveness in teaching or professional development or service;
  - A list of professional development activities.
B. Criteria for Post-Tenure and Fifth-Year Review

The criteria for post-tenure and fifth-year review will be reasonable and consistent with the criteria used in previous major reviews in relation to teaching, scholarship (TT)/professional development (NTT) and service. The weights or percentages may vary according to the faculty member’s rank, responsibilities, and projected goals. The review will focus on the cumulative impact of the faculty member within the department, the college, the institution, and the profession during the previous five years. A satisfactory post-tenure review indicates that the faculty member continues to make contributions which benefit the University, its students, and its other constituents. The ultimate purpose of post-tenure and fifth-year review is to recognize, reward, and enhance the performance of all faculty members.

a) Criteria for Meeting Expectations in Teaching

The teaching expectations for post-tenure and fifth-year review are the same as those outlined in the Annual Review Guidelines approved by the Department of Foreign Languages, with the understanding that these expectations are commensurate with the five-year review period.

b) Criteria for Meeting Expectations in Scholarship (TT only)

The scholarship expectations for post-tenure review are the same as those outlined in the Annual Review Guidelines approved by the Department of Foreign Languages, with the understanding that these expectations are commensurate with the five-year post-tenure review period.

c) Criteria for Meeting Expectations in Professional Development (NTT only)

The professional development expectations for fifth-year review are the same as those outlined in the Annual Review Guidelines approved by the Department of Foreign Languages, with the understanding that these expectations are commensurate with the five-year review period.

d) Criteria for Meeting Expectations in Service

The service expectations for post-tenure and fifth-year review are the same as those outlined in the Annual Review Guidelines approved by the Department of Foreign Languages, with the understanding that these expectations are commensurate with the five-year review period.

C. The Post-Tenure and Fifth-Year Review Committee and Procedure

The Personnel Committee will evaluate the review material using the guidelines outlined in this document (in Section A2), and will make a written recommendation to the department chair on each applicant.

- All current tenured faculty members are invited to review and comment on the material of both TT and NTT applicants under review.
- All TT and NTT are invited to review the material of NTT applicants under review.

External reviewers are not required for post-tenure and fifth-year reviews.

A copy of the Personnel Committee’s recommendation, the department chair’s recommendation and comments, and any written response by the faculty member will be submitted to the College for evaluation by the College Committee and the dean. The dean’s evaluation on whether the candidate
meets, exceeds, or falls below expectations is submitted to the Provost’s Office, along with all other materials required by the provost.

D. Remediation of Deficiencies

In cases where a faculty member is identified as having deficiencies, the department chair and the faculty member will establish a formal development plan for addressing those deficiencies, along with a timeline.

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 faculty members.

E. Procedure for Appeals

A faculty member who wishes to appeal a post-tenure or fifth-year review decision, including the need for a development plan, may do so in writing by appending a response to the dean’s evaluation. These documents are placed in the faculty member’s file at the departmental and college levels. A copy of the response is also sent to the Provost’s Office, along with a request by the faculty member that the dean’s decision be reviewed by the Provost. At that time, the dean will forward all the review material to the Provost’s Office.