I. Introduction

In its Policies on Academic Freedom, Responsibility, and Tenure (Board Policy BT0006), the Board of Trustees has recognized and affirmed the importance of tenure in protecting academic freedom and thus promoting the University’s principal mission of discovery and dissemination of truth through teaching, research, and service. The Board has also recognized its fiduciary responsibility to students, parents, and all citizens of Tennessee to ensure that faculty members effectively serve the needs of students and the University throughout their careers. To implement these principles, [INSERT CAMPUS NAME], with the approval of the President and the Board, has established these procedures under which every tenured faculty member shall receive a comprehensive performance review no less often than every six years.

II. Post-Tenure Review (“PTR”) Period

Except as otherwise provided in these procedures, each tenured faculty member must undergo some form of comprehensive performance review no less often than every six years following the conferral of tenure. The PTR shall not substitute for the Annual Performance and Planning Review in the year a faculty member is scheduled for PTR.

The dean of each college shall develop, and submit to the chief academic officer for approval, a plan for staggering post-tenure reviews to avoid excessive administrative burden at any given time. The post-tenure review period begins at the granting of tenure, and a faculty member’s PTR will occur no less often than every six years thereafter unless one of the following circumstances results in a different timetable:

- Suspension of post-tenure review period – A faculty member’s post-tenure review period is suspended during any year in which the faculty member is granted a leave of absence or a modified duties assignment.

- Restarting of post-tenure review period due to alternative comprehensive review – A comprehensive review of a faculty member’s performance restarts the faculty member’s PTR period under the following circumstances:
  - If a tenured faculty member undergoes a promotion review, the promotion review fulfills the PTR requirement and the PTR period is modified to require PTR six years after the promotion review.
  - If a tenured faculty member undergoes an Enhanced Post-Tenure Performance Review (EPPR) (generally triggered by annual performance review rating(s)), the EPPR process fulfills the PTR requirement and the PTR cycle is modified to begin with the date of the EPPR committee’s report.

Questions for Administrators: Do other things need to be stated? For instance, that tenured faculty members holding full administrative
APPOINTMENTS DON’T UNDERGO REVIEW? DO TENURED FACULTY MEMBERS HOLDING PART-TIME ADMINISTRATIVE APPOINTMENTS NEED TO UNDERGO REVIEW?

- Start of the PTR period upon conclusion of an administrative appointment – When a full-time administrator leaves his or her administrative position to assume a tenured faculty position, the faculty member’s initial PTR within six years after leaving the administrative post. **[QUESTIONS FOR ADMINISTRATORS: SHOULD THE INITIAL PTR BE WITHIN THREE OR FOUR YEARS?]**

- A faculty member’s scheduled PTR may be otherwise deferred or modified only for good cause approved by the chief academic officer and Chancellor.

III. **Annual Schedule for Post-Tenure Review**

All post-tenure reviews will be conducted and completed during the **FALL/SPRING** semester according to the following schedule:

- The dean shall appoint all PTR Committees as set forth in Section IV below no later than **SEPTEMBER 15/FEBRUARY 15**.
- Each PTR Committee shall be provided with the materials required by Section V below no later than **OCTOBER 1/MARCH 1**.
- Each PTR Committee shall submit its report required by Section VII below no later than **DECEMBER 1/MAY 1**.

IV. **Appointment and Composition of Post-Tenure Review Committee**

All post-tenure reviews must be conducted by a committee established for the sole purpose of post-tenure review. Each PTR Committee shall include _______ members **[MINIMUM OF THREE; MUST BE AN ODD NUMBER]**, appointed by the dean of the faculty member’s college after consultation with ________ **[NAME APPROPRIATE CAMPUS FACULTY SENATE COMMITTEE]**. The composition of the PTR Committee must meet the following requirements:

- Each PTR Committee member must be a tenured faculty member who is at the same or higher academic rank, and whose locus of tenure is at the same campus, as the faculty member being reviewed.
- At least one PTR Committee member must hold an appointment in the same department as the faculty member being reviewed.
- At least one PTR Committee member must hold an appointment in a different department from the faculty member being reviewed but in the same college.
- At least one PTR Committee member must hold an appointment in a different college from the faculty member being reviewed.

All members of the PTR Committee must participate in annual training arranged by the chief academic officer.

V. **Materials to be Reviewed by Post-Tenure Review Committee**

The PTR Committee must review (1) annual review materials (including student and peer evaluation of teaching) for each year since the last review (to be supplied by the department head/chair); (2) the faculty member’s current CV; a two-page narrative describing the faculty member’s milestone achievements and
accomplishments since the last review as well as goals for the next review period; and (if there has been a previous PTR) a copy of the narrative submitted as a part of the faculty member’s previous PTR (each to be supplied by the faculty member); and (3) external reviews when deemed necessary by the PTR Committee or when deemed necessary by the dean of the faculty member’s college [QUESTIONS FOR ADMINISTRATORS: PLEASE PROVIDE INPUT ON WHETHER THE PTR COMMITTEE OR THE DEAN SHOULD HAVE TO CONSULT WITH THE APPROPRIATE FACULTY SENATE COMMITTEE].

VI. Criteria for Post-Tenure Review

The post-tenure review process should ensure the faculty member has demonstrated continued professional growth and productivity in the areas of teaching, research (including scholarly and artistic work), service, and/or clinical care. The criteria for assessing the faculty member’s performance must be consistent with established expectations of the department, school/college, and campus and provide sufficient flexibility to consider changes in academic responsibilities and/or expectations. The expectations for faculty performance may differ by campus, college, department, and even among sub-disciplines within a department or program. Those expectations may be commonly-held standards in the discipline or sub-discipline. Those expectations may be stated explicitly in the faculty member’s own past annual performance reviews, work assignments, goals or other planning tools (however identified), as well as department or college bylaws, the campus faculty handbook, this policy, and in other generally-applicable policies and procedures (for example, fiscal, human resources, safety, research, or information technology policies and procedures).

VII. Post-Tenure Review Committee’s Conclusions and Report

The PTR Committee is charged to review the faculty member’s performance during the review period and to conclude whether [INSERT STANDARD OF REVIEW]. The PTR Committee’s voting must be conducted by anonymous ballots, and no member of the committee may abstain or recuse him/herself from voting. All conclusions and recommendations shall be adopted upon the vote of a simple majority of the PTR Committee. Based on the judgment of its members, the PTR Committee must conclude either:

- [INSERT LANGUAGE RELATING TO POSITIVE OUTCOME]; or
- [INSERT LANGUAGE RELATING TO POSITIVE OUTCOME].

[QUESTIONS FOR ADMINISTRATORS: TWO QUESTIONS NEED TO BE ADDRESSED IN THIS SECTION VII: (1) WILL THE STANDARD OF REVIEW BE BINARY (“MEETS EXPECTATIONS” VS. “DOESN’T MEET EXPECTATIONS”) OR MORE THAN 2 OPTIONS; AND (2) HOW WILL THE STANDARD OF REVIEW BE PHRASED – 3 OPTIONS THAT HAVE BEEN DISCUSSED SO FAR ARE (A) “THE PTR COMMITTEE SHOULD ASSIGN AN OVERALL PERFORMANCE RATING OF SATISFACTORY OR UNSATISFACTORY;” (B) THAT THE FACULTY MEMBER’S PERFORMANCE SATISFIES/DOES NOT SATISFY THE EXPECTATIONS FOR THE FACULTY MEMBER’S DISCIPLINE AND ACADEMIC RANK [LANGUAGE TAKEN FROM EPPR]; OR (C) THE FACULTY MEMBER HAS/HAS NOT DEMONSTRATED CONTINUED PROFESSIONAL GROWTH AND PRODUCTIVITY IN THE AREAS OF TEACHING, RESEARCH (INCLUDING SCHOLARLY AND ARTISTIC WORK), SERVICE AND/OR CLINICAL CARE, CONSIDERING THE EXPECTATIONS FOR THE FACULTY MEMBER’S DISCIPLINE AND ACADEMIC RANK.]

The committee must report its conclusions and recommendations in writing, including (1) an enumeration of the anonymously cast vote, (2) a summary explanation for its conclusion, (3) a dissenting explanation for any conclusion that is not adopted unanimously, (4) an identification of any incongruences observed
between the faculty member’s performance and his or her annual evaluations, (5) a statement of any additional concerns identified or actions recommended, and (6) if applicable, an identification of areas of extraordinary performance. The committee should also identify areas of extraordinary contribution and/or performance when appropriate.

The detailed PTR Committee report shall be provided to the faculty member, department head/chair, dean, and chief academic officer. Faculty members and department heads/chairs must have the opportunity to provide a written response to the PTR Committee report. The Dean shall either accept or reject the PTR Committee’s determination that the faculty member’s performance [INSERT THE STANDARD]. The dean’s determination and any written responses of the faculty member and department head/chair will be maintained will be maintained with the PTR Committee report in the faculty member’s personnel file. [QUESTIONS FOR ADMINISTRATORS: IS THIS AN ACCURATE DESCRIPTION OF WHERE THIS KIND OF DOCUMENT IS HOUSED ON EVERY CAMPUS?]

VIII. Appeal

Within thirty days of receipt of the PTR Committee report, the faculty member may appeal any conclusion with which the faculty member disagrees. The procedure for appeal is described in Section [INSERT CAMPUS FACULTY HANDBOOK APPEAL CITATION], except that a final decision on the appeal shall be made within ninety (90) days of the faculty member’s appeal, and the final decision of the Chancellor on an appeal shall not be appealable to the President.

IX. Further Actions

If the PTR Committee concludes that the faculty member’s performance has not [INSERT WHATEVER STANDARD OF REVIEW IS CHOSEN], considering the expectations for the faculty member’s discipline and academic rank, a PTR improvement plan must be developed using the same procedures used for the development of an EPPR improvement plan as detailed in Board Policy BT0006 Appendix E.

If the chief academic officer concludes that deficiencies exist in the departmental annual performance review process (including failure of department heads/chairs to conduct rigorous annual performance reviews) or other incongruences are observed between the PTR performance review and rankings assigned through the annual performance review process, the chief academic officer must develop a process for addressing the issues.

X. Annual Report to the Board of Trustees

The chief academic officer shall prepare an annual assessment report of campus post-tenure review processes, procedures and outcomes for submission by the Chancellor to the Board of Trustees, through the President, no later than June 1 of each year. The report shall include a description of any deficiencies identified in departmental annual performance review processes and the plan for addressing the issues.