PPPR Committee
Q&A

THE UNIVERSITY OF
TENNESSEE
KNOXVILLE
PPPR

• Periodic Post-Tenure Performance Review (PPPR) is part of *BT0006 Policies Governing Academic Freedom Responsibility and Tenure*.

• UTK is required to conduct these reviews to comply with Board of Trustees (BT) policy.
• “The Board of Trustees recognizes and affirms 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 also recognizes 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.”
Some Statistics from 2020

- Faculty Reviewed: 88 (this year 98)
- Faculty Reviewers: 56 (this year 64)

<table>
<thead>
<tr>
<th>EMPLOYMENT CATEGORY</th>
<th>HOURS SPENT</th>
<th>CALCULATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIT web developers</td>
<td>1,051</td>
<td>$52,650&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Faculty under review</td>
<td>564</td>
<td>$69,372&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td>Faculty reviewing</td>
<td>682</td>
<td>$83,886&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td>Department Heads</td>
<td>152</td>
<td>$23,712&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>Deans</td>
<td>50</td>
<td>$9,050&lt;sup&gt;4&lt;/sup&gt;</td>
</tr>
<tr>
<td>Provost</td>
<td>150</td>
<td>$22,050&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>2,649</strong></td>
<td><strong>$260,720</strong></td>
</tr>
</tbody>
</table>
• PPPR not PTR
• “Except as otherwise provided in these procedures, each tenured faculty member must undergo some form of comprehensive review no less often than every six years.”
• “The post-tenure review period begins at the granting of tenure.” (i.e., the six-year clock starts ticking once tenure is granted)
• PPPR clock adjustments:
  • PPPR clock suspended during any year in which the faculty member is granted a leave of absence or a modified duties assignment under UTK’s Faculty Care Policy.
  • PPPR clock is restarted due to an alternative comprehensive review
    • Promotion to full professor
    • EPPR
UTK Faculty Handbook

- PPPR clock adjustments (continued):
  - Start of PPPR clock upon conclusion of an administrative appointment.
    - When a full-time or majority-time administrator leaves his or her administrative position to assume a tenured faculty position, the faculty member’s initial PPPR shall occur within six years after leaving the administrative position.
  - A scheduled PPPR may be waived if the faculty member submits a written and binding commitment to retire no later than on year after the year in which the PPPR was scheduled.
PPPR Committee

Each PPPR committee includes three members:

- Department Colleague
- Committee Chair
- Third Member

All members must be tenured full-time faculty members who are at the same or higher rank as the faculty member being reviewed.
Charge to Committee

• Review committee must decide whether the colleague being reviewed
  • Satisfies expectations for rank
    OR
  • Does not satisfy expectations for rank
• Find evidence of “continuing professional growth”
Charge to Committee

- Committee must be fair and objective
- Review is to be based on documents provided
- All information derived from documents and all discussion is to be held in strictest confidence
- Chair must record total time spent by three committee members
Review Period

- Period under review is the last six years:
  - 2015-2016 through 2020-2021
  - Fall 2021 APPR will be included
Review Documents

• Reviewee provides a CV and 2-page narrative that reviews their accomplishments during the period and indicates future direction.

• Department head provides:
  • TN Voice results (Spring 2020 only if used in Fall 2020 APPR)
  • Performance criteria from bylaws
  • Peer teaching observation (if one has been done)

• Provost’s Office provides information from last six APPRs.
Review Process

• Committee reviews materials, meets, and holds an anonymous vote
• No abstentions or recusals permitted
• Committee chair then
  • Records vote
  • Provides brief supporting reasons for the vote
  • Records time spent by committee
• If the vote is not unanimous, the chair must provide grounds for the outlying vote
Review Process

• Process allows the review committee to make additional observations:
  • Issues with the annual evaluations (e.g., incongruency between performance and ratings).
  • A statement of any additional concerns or actions recommended.
  • Identification of extraordinary contribution or performance.
Overview of Process

<table>
<thead>
<tr>
<th>Provost Selects Faculty to be Reviewed</th>
<th>Provost Assembles Review Committee</th>
<th>Dept Head Initiate</th>
<th>Reviewers Evaluate</th>
<th>Chair Votes on Behalf of Review Committee</th>
<th>Faculty Reviewee Response</th>
<th>Dept Head Response</th>
<th>Dean Response</th>
<th>Faculty Reviewee Response</th>
<th>Provost Final Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>[November]</td>
<td>[January]</td>
<td>[February and March]</td>
<td>[April]</td>
<td>[May]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We are here.
# Review Timeline

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10</td>
<td>College nominations for PPPR Committee members due to the Office of the Provost.</td>
</tr>
<tr>
<td>November 22</td>
<td>All PPPR Committees appointed.</td>
</tr>
<tr>
<td>January 28</td>
<td>All evaluation materials uploaded to the PPPR System by faculty under review, department head and Office of the Provost.</td>
</tr>
<tr>
<td>February 4</td>
<td>Evaluation materials made available to PPPR Committee.</td>
</tr>
<tr>
<td>April 1</td>
<td>PPPR Committee submits reports to faculty members, department heads, deans, and provost by April 1st.</td>
</tr>
<tr>
<td>Various dates depending on</td>
<td>Faculty members and departments heads have 14 calendar days to submit a response to the PPPR committee report to the dean.</td>
</tr>
<tr>
<td>two-week time intervals</td>
<td>The dean considers any written responses by the faculty member or department head and decides to either accept or reject the PPPR Committee’s determination. The dean has 14 calendar days to submit a recommendation to the provost, with copy to the faculty member and department head.</td>
</tr>
<tr>
<td>from the time the PPPR</td>
<td>The faculty member has 14 calendar days to provide the provost with a written response to the dean’s recommendation.</td>
</tr>
<tr>
<td>Committee report is submitted</td>
<td></td>
</tr>
<tr>
<td>May 27</td>
<td>Provost notifies all parties on final recommendation.</td>
</tr>
</tbody>
</table>
PPPR System

Periodic Post Tenure Performance Review

Welcome to the periodic post tenure performance review

Log In

for complete information, please visit the Faculty Handbook
# Reviewer’s View

## Available reviews

The faculty members for which you have a role are listed below. When you click a button below, you will be taken to the appropriate screen. If your role is not the main actor at the present stage of the process, you will be taken to a read-only “Overview” screen.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Take Next Step</th>
<th>View Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
<td>at step: Committee Chair Record Vote</td>
<td>View</td>
</tr>
<tr>
<td>[Redacted]</td>
<td>at step: Committee Chair Record Vote</td>
<td>View</td>
</tr>
<tr>
<td>[Redacted]</td>
<td>at step: Committee Chair Record Vote</td>
<td>View</td>
</tr>
<tr>
<td>[Redacted]</td>
<td>at step: Committee Chair Record Vote</td>
<td>View</td>
</tr>
<tr>
<td>[Redacted]</td>
<td>at step: Initialize</td>
<td>View</td>
</tr>
</tbody>
</table>
Reviewer’s View

Status of Periodic Post Tenure Performance Review

<table>
<thead>
<tr>
<th>Provost</th>
<th>Provost</th>
<th>Dept Head Init</th>
<th>Reviewer Evaluate</th>
<th>Chair Vote</th>
<th>Faculty Acknow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Faculty</td>
<td>Choose Committee</td>
<td>Faculty Init</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Faculty Being Reviewed: [Redacted]

This page shows the progress through the review process and also all responses and results of participants.

Current Step Name: Committee Chair Record Vote

Hyperlink to a printable report: [Printable Report]

Who: Department Head

Action: Preparation for review process

Department Head: [Redacted]

Performance Expectations

Document from ByLaws: ByLaws
Reviewer’s View

Please use this screen to participate in the review process.

Select: ▼

Charge to the committee

Faculty Review History:

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Title</th>
<th>Netid</th>
<th>Eval Period</th>
<th>Hire Date</th>
<th>Teaching</th>
<th>Research</th>
<th>Service</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019</td>
<td>1978/09/01</td>
<td>ME</td>
<td>ME</td>
<td>ME</td>
<td>ME</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2018</td>
<td>1978/09/01</td>
<td>EE</td>
<td>ME</td>
<td>EE</td>
<td>ME</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2017</td>
<td>1978/09/01</td>
<td>ME</td>
<td>ME</td>
<td>EE</td>
<td>ME</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2016</td>
<td>1978/09/01</td>
<td>ME</td>
<td>ME</td>
<td>EE</td>
<td>ME</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2015</td>
<td>1978/09/01</td>
<td>ME</td>
<td>ME</td>
<td>EE</td>
<td>ME</td>
</tr>
</tbody>
</table>

Required Attachments

CV: CV

Narrative: NARRATIVE

By Laws: ByLaws

Peer Evaluation: PeerEvaluation

SAIS/Tennessee Voice: TennVoice

Optional Attachments
# Reviewer’s View

## Historical Attachments

<table>
<thead>
<tr>
<th>Review</th>
<th>Attachment</th>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019:Review</td>
<td>View Attachment</td>
<td>comment-9-23-20193-01</td>
<td>Comment from</td>
</tr>
</tbody>
</table>
# Committee Chair’s Screen

Available reviews

**Faculty Being Reviewed:**

**Who:** Committee Chairperson

**Action:** Review material: [Click here for the evaluation support screen with links to reviews and...](#)

Record vote.

<table>
<thead>
<tr>
<th>Record Vote: Satisfies: 0</th>
<th>Does not satisfy: 0</th>
</tr>
</thead>
</table>

**Supporting Reasons for Vote (***):**

Respond ...

**Grounds for Dissenting Vote:**

Respond ...

**Incongruencies Noted:**

Respond ...

**Concerns Noted:**

Respond ...

**Areas of Extraordinary Performance:**

Respond ...

**Committee Chair:**

**Committee Reviewers:**
Who: Committee

Action: review material, record vote

Evaluation support: Click here for the evaluation support screen with links to reviews and attachments.

Committee Chair: [Redacted]

Committee Reviewers: [Redacted]

Satisfies: 3

Does not satisfy: 0

Supporting Reasons for Vote: ChairRationale

Grounds for Dissenting Vote: NA

Incongruencies Noted: NA

Concerns Noted: NA

Areas of Extraordinary Performance: NA

CommitteeChairVoteDate: 2021/11/29

Faculty Acknowledge Evaluation: 2021/11/29

Optional Response: FacultyAckCommittee
Department Head Response

Who: Department Head

Action: acknowledge

Department Head: [name redacted]

Indicate your support or dissent: Satisfies  Does not satisfy

Department Head Rationale: DeptHeadRationale

Dept Head Acknowledge: 2021/11/29
# Provost Final Determination

**Who:** Provost

**Provost:** John Zomchick, zomchick@utk.edu

**Provost Recommendation:**
- Satisfies
- Does not satisfy

**Provost Date:** 2021/11/29

<table>
<thead>
<tr>
<th>Hours Spent</th>
<th>Committee</th>
<th>Faculty</th>
<th>Dept Head</th>
<th>Dean</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who:</strong></td>
<td>1.00</td>
<td>1.50</td>
<td>1.00</td>
<td>0.50</td>
<td>4.00</td>
</tr>
</tbody>
</table>

[Preview all emails]
Faculty: [Redacted]  Periodic Post Tenure Process Review

Committee Chair: [Redacted]  Review Start Date: 11/29/2021 12:00:00 AM

Year of review: 2021  College name: Arts & Sciences

Assigned Committee: [Redacted]

Periodic Post Tenure Process Review provides a review process of Tenured Faculty by selected committee members every 5 years, to validate their work in Research, Teaching, Mentoring, and Publications etc., and to validate that the Faculty being evaluated achieves the level of expected performance that this University requires, as well as the State of Tennessee.

The vote above is to be filed in by the Committee Chairperson, after collection from the Committee members via a Committee meeting. It is then sent to the Department Head of this Faculty member, the Dean of the college, and the Provost of The University of Tennessee for their recommendations. Ultimately it is the Committee Chairperson

Other Text Information  TBD by Provost Office  Above Text is placeholder for required text to be provided by Provost Office.

1. Review by the Committee Members.  The narrative of the Committee is attached and the vote recorded below.

Does this faculty member's performance satisfy expectations for the faculty member's discipline and academic rank?

Satisfies: 3  Does not satisfy: 0

2. Review by the department head.  The report of the department head is attached.

The department head concludes:

Satisfies: X  Does not satisfy: 

3. Review by the faculty member.  By signing below, I acknowledge that I have participated in the review process and have received a copy of this review (without implying agreement or disagreement). I understand that I have the right to respond in writing to the vote and narrative of the Committee Members, to the report and recommendation of the department head, and/or to any dissenting statements within two weeks from the date I received this form in accordance with Faculty Handbook. (Some or All Text may change in official "Rights" of the Reviewee)

Faculty Member: [Redacted]  Date: 11/29/2021 12:00:00 AM

4. Review by the dean. (7)

The dean recommends:

Satisfies: X  Does not satisfy: 

Dean: [Redacted]  Date: 11/29/2021 12:00:00 AM

5. Review by the chief academic officer. (8)

The chief academic officer recommends:

Satisfies: X  Does not satisfy: 

Chief Academic Officer: John Zornick  Date: 11/29/2021 8:33:29 PM
Reminders

Committee assignment adjustments

You will receive a notification from system when materials are ready for review

Please schedule February/March review meetings now (the chair is responsible for this)
Questions and Discussion