

School of Education
Post-Tenure Review Procedural Guidelines
Last Updated: April 26, 2019

Post-tenure review is a comprehensive evaluation of cumulative faculty performance with the primary purpose of supporting and ensuring faculty development and vitality. All post-tenure reviews conducted in the SOE shall meet all requirements of the UNCG Post-Tenure Review Policy. This document provides procedural guidance pertaining to the process used for collecting an reviewing post-tenure review information. The procedures outlined in this document are intended to be used in concert with, and in support of, the requirements outlined in the UNCG Post-Tenure Review Policy.

Timeline

Following the conferral of tenure, post-tenure review shall take place every five years. Post-tenure reviews must be completed no less frequently than in the fifth year following the conferral of tenure or the previous post-tenure review. If, however, in a given academic year a tenured faculty is recommended for promotion through the departmental and unit levels of review, then this review will serve as a successful post-tenure review, and the five-year post-tenure review cycle will continue from that point forward.

The post-tenure review process for a given year, culminating in the review being submitted to the Dean, is to be completed by March 31.

Peer Review Committee

The selection of Peer Review Committee members is to follow a process agreed upon by the tenured faculty members of the department, provided that it adheres to the following requirements:

- (i) The Peer Review Committee will contain a minimum of three faculty members. If the faculty member's department does not contain enough faculty members meeting the departmental agreed upon criteria for committee member inclusion, then the Department Chair will invite committee members from other SOE departments until a suitable committee structure has been achieved.
- (ii) The Department Chair shall not be a member of the Peer Review Committee.
- (iii) The faculty member being reviewed shall not select the members of the Peer Review Committee.

The Department Chair and all members of the Peer Review Committee must complete the Post-Tenure Review training provided by the UNC General Administration prior to engaging in peer review activities. The Post-Tenure Review training can be accessed at:

<http://old.northcarolina.edu/aa/tenuretraining/index.php>

This training is only required to be completed once during a faculty member's appointment at UNCG.

Materials Submitted by the Faculty Member

The faculty member is to submit to the Department Chair and/or the Peer Review Committee the annual reports coinciding with the five-year review period and an updated CV. In addition, the faculty member may, but is not required to, provide any additional documentation of the faculty member's professional performance and accomplishments in relation to the mission of the department, the School of Education, and UNCG.

Process

The process for documenting the post-tenure review consists of the following steps:

1. The faculty member submits post-tenure review materials to the Department Chair and/or the Peer Review Committee.
2. The Peer Review Committee prepares a written report evaluating the faculty member's performance relative to teaching, scholarship, and service, where service includes directed professional activities. The Peer Review Committee also completes relevant sections of the UNCG Post-Tenure Review Form, available at

https://drive.google.com/file/d/0B3_J3Uix1B4UVGk0dGxfazRsOW8/view.

This form and the committee's report are submitted to the Department Chair.

3. The Department Chair drafts a written report evaluating the faculty member's performance, and completes the departmental sections of the UNCG Post-Tenure Review Form.
4. The written evaluations of the Peer Review Committee and the Department Chair, along with the Post-Tenure Review Form, are submitted to the Dean.
5. The Dean provides a final evaluation on the Post-Tenure Review Form and offers any additional written statement of evaluation.

Unsatisfactory Post-Tenure Review

An unsatisfactory post-tenure review may only occur, but is not required, if there have been two or more unsatisfactory annual reviews in the current post-tenure review cycle. In cases of an unsatisfactory post-tenure review, those procedures outlined in the UNCG Post-Tenure Review Policy will be followed.