



POLICIES *and* PROCEDURES

Board of Trustees Policy Number:
ACAF 3.08

Date of Adoption/Revision:
July 22, 2016

SUBJECT	POST-TENURE REVIEW REVISED POLICY
AUTHORITY	Office of the Provost, Vice President for Academic Affairs
APPLICABILITY	All faculty members who have been tenured for five (5) or more years.
PURPOSE	Bennett College is committed to academic excellence. Post-Tenure Review is intended to assure that all faculty members maintain a satisfactory level of performance, and provide that faculty whose performance is rated unsatisfactory an opportunity to improve. Further, the purpose is to provide an opportunity for periodic review after the granting of tenure, with the objectives of affirming continued acceptable performance or providing faculty members with constructive feedback to assist them with their professional development.
POLICY	<p>Definition <i>Post-Tenure Review is a comprehensive, periodic evaluation of cumulative faculty performance, the prime purpose of which is to ensure faculty development and to promote faculty vitality.</i></p> <p>All tenured faculty members will participate in a post tenure review once every five years. The process will be less formal than tenure and promotion processes. Review of the tenured faculty will be carried on through normal academic channels, starting with the Department Chair (or Division Chair in the case of Department Chairs, and PROVOST in the case of Division Chairs). The review can be tailored to the discipline of the faculty member but should include elements of personal and professional growth, following the main criteria for tenure. Annual faculty performance evaluations by the supervisor are a part of the post-tenure review process. Effective Teaching, Scholarly Work and Service to the Community must be documented, although as noted less formally, as on-going through the post tenure period.</p> <p>Tenured faculty who are participating in a leave of absence of one year or more, sabbatical leave, or a development/improvement process during the five year post-tenure review period are provided an additional year for each year away from half-time or greater teaching position for evaluation. A tenured faculty member's review for promotion may constitute a post-tenure review.</p> <p>Post-tenure review may be waived for any tenured faculty member who communicates in writing the plan for retirement within three years of the next scheduled review, and who will be issued a terminal 3-year contract.</p>
PROCEDURES	The first post-tenure review is to occur five years after the faculty member is granted tenure. The Office of the Provost is responsible for ensuring that the review of candidates for tenure and promotion is conducted according to the procedures described in the Tenure and Promotion Policy. The Provost is the sole administrator who notifies candidates officially that they are eligible for post-tenure review and that

dossiers must be submitted to the candidate's supervisor initially to begin the review process.

In cases where the faculty member intends to retire within the next three years or is eligible to apply for promotion, the candidate may forgo the post-tenure review process if they submit a letter to the Provost indicating their intent to retire within the next three years or to participate in a review for promotion within the next year. The letter declaring their intent to retire or to undergo promotion review in lieu of post-tenure review would be due no later than the deadline for submitting the dossier for post-tenure review as outlined below. Faculty members declaring to retire within the next three years will be issued a terminal 3-year contract.

The Office of the Provost is responsible for ensuring that post-tenure review of eligible candidates is conducted according to the procedures described below.

Steps for Submitting the Dossier:

1. By **March 31** of the fifth year after the most recent review for tenure and/or promotion or post-tenure review (or, for **the initial cohort participating in post-tenure review, by March 31, 2014**), the Provost will **notify candidates for tenure in writing that they are eligible to participate in post-tenure review**. This letter should be hand delivered to each eligible candidate. The Provost will also inform the Chairperson of the candidate's Department and Division that the candidate is eligible to participate in post-tenure review by copying them on this letter. Candidates should notify the Provost in writing that they have received notice of their eligibility to participate in post-tenure review. If the Provost does not receive a reply from the candidate within two weeks of the time that the notice on eligibility was sent to the candidate, the candidate should be contacted directly by the Provost.
2. The candidates should be informed by the Office of the Provost that they must submit her/his dossier for post-tenure review to his/her supervisor by **August 31** (five months later).
3. After the dossier has been received by the supervisor, she/he will determine whether all necessary sections of the dossier are present. The supervisor will complete a checklist to indicate that all necessary sections of the dossier are present. Missing documents will be requested from the candidate by the supervisor. Candidates will have five (5) business days to submit the requested documents to the supervisor. If the dossier is complete as originally submitted, the review may proceed. After the five (5) business days, the review will proceed whether or not the candidate submits the missing elements of the dossier.
4. Dossiers must be kept in the Provost in a locked confidential file. The review will take place during the semester in which the dossier is submitted and the Post-Tenure Review Rubric will be used to determine whether the candidate continues to demonstrate acceptable teaching, scholarship and service.

The Review Process

1. By **September 1**, the dean shall forward to appropriate department chairs

a list of faculty members in his or her department who are eligible for review.

2. The chair or dean shall notify each faculty member eligible for post-tenure review by **September 15** that the review is to take place. At that time, the faculty member shall be provided with a copy of the post-tenure review procedure and the date of the review. The date of the review shall not be sooner than 45 days following the notice.
3. Once notified that he or she is eligible for post-tenure review, the faculty member will create a post-tenure review file for submission to the dean or chair by **November 1**. The file should demonstrate performance in three (3) areas: teaching, research and/or creative activity, and service. The overall contents of the file are up to the individual, but each file must contain the following elements: most current curriculum vitae; peer and student teaching evaluations; annual peer performance evaluations; evidence of scholarly and/or creative activity as well as service; and the outline of a five-year plan setting forth the faculty member's goals for teaching, scholarship and service and any other information (e.g., description of work in progress, activities scheduled for the year, etc.) that the faculty member would like to bring to the chair's attention.
4. By **December 1st**, the supervisor will send the results of the review to the Provost and the Chairperson of the Tenure and Promotion Committee for their information but not for review or further action. A copy of the review results will also be sent to Human Resources, the candidate, the Department Chair of the candidate, and the Dean of the Division in which the candidate is a faculty member.

Outcomes of the Post-Tenure Review:

1. If the review shows that the faculty member did demonstrate acceptable performance in all three areas, the post-tenure review process for that candidate is completed until the next 5-year cycle passes.
2. If the review shows that the faculty member did not demonstrate acceptable performance in all three areas (teaching, scholarship, service), then the reviewers will work with the faculty member to develop a professional development plan (PDP) as detailed in the policy, within 30 days of the review. If the PDP is not developed within 30 days, the faculty member is referred to the supervisor.

The Professional Development Plan Process:

1. The faculty member and chair (or dean) shall review the faculty member's current and planned scholarship, teaching, and service interests and accomplishments, and examine their relationship to current departmental needs. When the interests and academic activities of the faculty member correspond with needs of the department, no changes are necessary. When a gap between departmental need and individual faculty member interest is identified, the chair and faculty member shall explore possible changes, so that the faculty member's strengths and interests can better serve the needs of the department and college. The chair or dean must create a professional development plan.
2. The chair or dean must provide a formal assessment of the performance of the faculty member and, where appropriate or necessary, recommendations for improvement that will maximize the faculty member's contributions to the division and the College. The report shall include: (1) an assessment of the strengths and

weaknesses of the faculty member's performance; and (2) if applicable, a professional development plan indicating the faculty member's expected long-range contributions to the college in specific terms.

3. Where deficiencies or areas for possible improvement are noted, the professional development plan should address any concerns, measures of expected outcomes, and a timetable for accomplishing these outcomes. The professional development plan, including the expected outcomes, if appropriate, will be detailed in a signed agreement among the faculty member, chair, and dean within 30 days (or **March 1**) of the review. The full text of this agreement is submitted to the provost and vice president for academic affairs. The provost and vice president for academic affairs may approve, modify or reject the strategic development plan. The implementation of the professional development plan is expected to take place the following fall semester.
4. If the dean and chair are unable to solicit the cooperation of the faculty member in the development of the professional development plan, the dean and chair will prepare a plan to which the faculty member will be expected to agree by **March 10**. In the event that the individuals involved (dean, chair, faculty member) are unable to reach an agreement on a professional development plan by March 10, the dean will report to the provost and vice president for academic affairs that an agreement has not been reached. In such an instance, if the dean and provost and vice president for academic affairs concur, disciplinary action may be taken against the faculty member at this time.
5. If the faculty member refuses to agree or sign the professional development plan and instead to grieve the post-tenure process, the faculty member must file a formal grievance by **March 24** and follow the grievance policy outlined in the most recently approved Faculty Handbook.
6. If the faculty member receives an outstanding performance review, he/she will be rewarded by means of special, non-monetary, recognition, such as: (1) nomination for awards; and/or (2) revision of workload.
7. Faculty members who participated in post-tenure review and who are required to develop a professional development plan (PDP) will have progress on this plan assessed a year later by their supervisor in the performance evaluation of the faculty member.
8. Annual evaluations in succeeding years will specifically address progress toward meeting the goals outlined in the agreement on the professional development plan. A faculty member who fails to achieve the outcomes identified in the in-depth evaluation within the agreed-upon timetable may be subject to disciplinary actions.
9. If the faculty member has an unsuccessful PDP reviews, the T&P Committee will send a letter to the faculty supervisor and the Provost to inform them of the situation. Consequences for not meeting the objectives of the PDP will be determined by the supervisor and Provost, and **may include but are not limited to reassignment within the college, separation from the college, or other alternatives.**

Appeals Process for Post-tenure Review

Upon receipt of the results of an unsuccessful Post-tenure review of a candidate, the

candidate can appeal the decision by the following process:

1. Notify the Provost of the intent to appeal the post-tenure review results within THIRTY days of the receipt of the post-tenure review results.
2. Provost will then notify the College Tenure and Promotion Committee of the appeal.
3. Candidate will then submit a letter to the Provost describing the reason for challenging the post-tenure review.
4. The Provost will then submit the letter appealing the post-tenure review result to the Chair of the Grievance Committee of the Faculty Senate. The Grievance Committee will appoint an ad hoc committee to review the appeal of the post-tenure review as specified in the Faculty By-Laws of the College.
5. The members of the ad hoc committee must be tenured senior faculty with the rank of Associate Professor or Professor.
6. The ad hoc committee will only review the part(s) of the post-tenure review dossier of the candidate that did not contain sufficient evidence. The committee will not review the entire dossier.
7. The ad hoc committee must adhere to the criteria for post-tenure review of the Tenure and Promotion Policy in reviewing the appeal of the post-tenure review.
8. The ad hoc committee will send a recommendation to the Chair of the Tenure & Promotion Committee, with a copy to the Provost, concerning the appeal of the post-tenure review, within thirty days (30 days) of the receipt from the Provost of the letter from the candidate appealing the post-tenure review decision.
9. The President will review the recommendation from the ad hoc committee and either concur with or reject the recommendation. The decision of the President concerning the appeal of the post-tenure review is final.
10. The President will inform the candidate of the decision concerning the appeal of the post-tenure review in a letter.

The Post-Tenure Review Rubrics, a PDP template, and PDP review report template are contained in the Promotion & Tenure section of the Faculty Handbook.

Replaces policy: 2014 Policy

Date: April 2006 (page 20 of the Tenure & Promotion Manual, 2005-2006)

(Revised and approved by the faculty on January 4, 2007 and May 11, 2007, and approved by the Bennett College Board of Trustees on February 16, 2008)

This revised policy was approved 8/21/2015 by T&P Committee, 8/25/2015 by Faculty Senate, and 9/1/2015 by the Faculty (43-1-1 vote)