

## Post-Tenure Review – PROCEDURES

Tenure is granted with the expectation of continued professional growth and ongoing productivity in teaching, scholarly/creative work, public health practice (if applicable), and leadership and service. Every tenured faculty member has a duty to maintain professional competence. Post-tenure Review (PTR) helps to ensure this occurs. The purposes of PTR are to facilitate continued faculty development, and to ensure professional accountability to the university community, the Board of Regents, and the public.

In accordance with University policy, each tenured faculty member will receive a comprehensive peer review and evaluation at least once every 5 years after the award of tenure by an ad hoc PTR committee. This evaluation will be conducted in accordance with existing PTR procedures and as outlined under **IX. Post-Tenure Review** in the UCD Administrative Policy Statement (APS 1022) “Standards, Processes and Procedures for Reappointment, Tenure, Promotion, and Post-Tenure Review” at <https://www.cu.edu/ope/aps/1022>.

The responsibility for implementing post-tenure reviews rests with the Department Chair. The Department Chair will give a copy of the written report of the PTR committee to the faculty member. This report shall also become part of the faculty member's personnel file. Such evaluation will be considered in the annual performance evaluation and salary setting process.

### PROCEDURES:

#### a) Notification by the Office of Faculty Affairs (October)

The Office of Faculty Affairs notifies the Department Chair of faculty members who need to undergo Post-Tenure review.

#### b) Convening of and post-tenure review by PTR committee (January – April)

- The Department Chair convenes an ad hoc committee consisting of three tenured faculty members at or above the rank of the person being reviewed.
- Committee members may be from other departments/schools if that is important to the appointment of a full and unbiased committee.
- It is the Department Chair's responsibility to evaluate and appropriately act on any reported conflicts of interest. The faculty member is informed of the committee members selected and is asked whether any conflict of interest exists. On being asked to serve, prospective PTR committee members are also asked to declare any conflicts of interest.
- Once the PTR committee has been composed, the Department Chair must invite one committee member to serve as chair for the PTR review.
- The PTR committee chair's responsibilities include convening the committee and drafting the review letter.
- Faculty members undergoing PTR shall not, in that year, serve on a PTR committee.
- The PTR committee may meet in person or virtually; there are no specific requirements as to process. The PTR committee chair will decide how to proceed.

#### c) PTR Report, Standards and Criteria

- The committee reviews the dossier provided by faculty member and provides a written report to the Department Chair and Associate Dean for Faculty.
- The report must evaluate the faculty member's performance in each of the areas of teaching, scholarly/creative work, public health practice/clinical activity (if applicable), and leadership and service, and rate each area as “outstanding,” “exceeding expectations,” “meeting expectations,” “below expectations” or “failing to meet expectations.” The report must include these ratings and shall provide a narrative explanation of that evaluation.

- The Department Chair will provide their own assessment of the findings of the PTR, addressed to the Dean. The faculty member will be informed of the outcome of the PTR and receive from the Department Chair, copies of the written report from the PTR Committee and the letter submitted to the Dean.
- When a Department Chair undergoes PTR, the Associate Dean for Faculty will provide the letter to the Dean with their own assessment and informs the Department Chair of the outcome. The Dean will provide a summary report of all PTRs and forward the results to the Executive Vice Chancellor for Academic and Student Affairs.

d) Documentation

By March 1, PTR candidates provide the following documentation to the Department Chair and the Office of Faculty Affairs:

- Full, updated CV (see Appendix B)
- Self-evaluative statements of the faculty member's area/s of focus (teaching, scholarly/creative work, public health practice / clinical activity, as well as leadership and service); [suggested length 1 page each].
- Summary of teaching evaluations (Please see 'Appendix C' of the Faculty Handbook)
- Students' evaluations of teaching for last 3-5 years
- Peer-review of teaching (optional)
- Three relevant publications
- Annual evaluations (most recent 5 years)
- Last post-tenure review or last promotion recommendation (Dean's letter)
- 5-year professional plans: past and upcoming 5-year-plans [suggested length 1-2 pages; please see template].

e) Schedule:

ColoradoSPH faculty reviews should be completed by May 1 of the relevant fiscal year, prior to the start of the new promotion and tenure cycle.