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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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**I. PURPOSE:** The policies under this title govern the faculty annual activity report, evaluation (third-year, and post-tenure reviews), academic rank and promotion, and faculty tenure.

**II. REFERENCES:**

Utah Code Ann. 53B-48-15(1) (1970)

AAUP Policy Documents and Reports, 1995 Edition

Utah Board of Regents Policy and Procedures, R-220, Delegation of Responsibilities to the President and the Board of Trustees

Utah Board of Regents Policy and Procedures, R-312, Configuration of the Utah System of Higher Education and Institutional Missions and Roles

Utah Board of Regents Policy and Procedures, R-481, Academic Freedom, Professional Responsibility and Tenure

Utah State System of Higher Education Policies and Procedures, R482, Bona Fide Financial Exigency and Personnel Reduction

Utah State System of Higher Education Policies and Procedures, R483, Award of Tenure

SUU Policies and Procedures, 5.18, Nepotism

SUU Policy and Procedures, 6.0 Definition of Faculty

SUU Policy and Procedures, 6.2, Academic Officers

SUU Policies and Procedures, 6.6, Academic Freedom

SUU Policies and Procedures, 6.12, Financial Crisis and Bona Fide Financial Exigency

SUU Policies and Procedures, 6.22, Faculty Due Process

SUU Policies and Procedures, 6.27, Faculty Workload

SUU Policy and Procedures, 6.28, Faculty Professional Responsibility



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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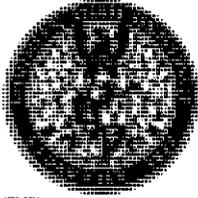
**III. POLICY:**

- 6.1.1 Evaluation of Faculty
- 6.1.2 Third-year Review of Tenure-track Faculty
- 6.1.3 Faculty Rank and Promotion
- 6.1.4 Faculty Tenure

**IV. CRITERIA AND DEFINITIONS**

Decisions regarding evaluation, promotion and tenure of faculty members will use the following criteria and their respective definitions:

1. **Teaching Excellence:** Consistent with SUU's mission as defined in R312, teaching is of primary importance. Scholarly and creative achievements should be complementary to the teaching role. Teaching effectiveness can be evaluated through the use of student, peer, department chair, (except the department chair may not evaluate his/her own teaching effectiveness), and self evaluations, or other pertinent information. Student evaluations will be conducted in all classes taught every semester, and administered during the last week of instruction. The responses to all teaching-related questions on the student-evaluation instrument will be considered in assessing teaching ability. Other evidence of teaching effectiveness includes instructional delivery/design, and course management skills.
2. **Scholarly/Creative Activity:** The University has adopted the Boyer model for scholarship, as outlined in Scholarship Reconsidered: Priorities of the Professoriate (Ernest L. Boyer, 1990, Jossey Bass Publishing, ISBN: 0787940690). As approved by the department chair and reviewed for written comment by the dean of the college/school, the faculty of each department develop guidelines stipulating the required amount and kind of scholarly/creative activity expected for tenured, tenure-track, and non-tenure track faculty members. In the case of a dispute over criteria for scholarly/creative activity, the question will be resolved by a committee of a representative faculty member, department chair, and Dean.



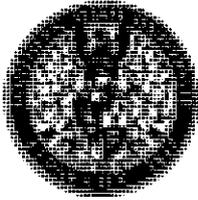
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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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3. **Service:** Academic departments define acceptable professional service. Generally, it means service to the University and profession. Professional service to the community may also be considered.
4. **Collegiality:** SUU Policy 6.28 defines collegiality.

FORMER POLICY  
DO NOT USE



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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**FACULTY ANNUAL ACTIVITY REPORT (6.1.1)**

- I. PURPOSE:** To establish guidelines and procedures for the faculty annual activity report.
- II. PROCEDURE:**
- A. Every faculty member is responsible for documenting accomplishments and activities in an annual activity report on their performance on each criterion in Policy 6.1, IV above.
  - B. An example of the content and format of such an activity report is contained in Appendix A.
  - C. Departmental faculty members specify the content and general format of the documentation. All documentation is made available to evaluating entities when requested.
  - D. The faculty member forwards the activity report to the department chair according to the schedule of deadlines attached as Appendix B.
  - E. Responsibility of department chair:
    - 1. Reviews all activity reports. For each non-tenured faculty member, the department chair writes an annual evaluative letter. In addition to the material provided by the faculty member, the department chair may utilize other pertinent information such as: personal interviews, peer evaluations, student evaluations, summaries of relevant activity, etc.
    - 2. For all tenure-track faculty, the activity reports with the chair's evaluative letter are forwarded to the chair of the department LRT committee pursuant to the schedule of deadlines that is attached as Appendix B.
    - 3. For non-tenure track faculty, the activity reports with the chair's evaluative letter are forwarded to the dean pursuant to the schedule of deadlines that is attached as Appendix B.
    - 4. After receiving the activity reports with evaluative letters from the dean, the department chair discusses the evaluative letters with the



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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faculty member by the deadline in the schedule that is attached as Appendix B. When a tenure-track or non-tenure track faculty member is to be retained but the faculty member's performance is less than acceptable, the faculty member in consultation with the department chair prepares and implements a plan, with time table, to correct the indicated weaknesses. The department chair may use the resources of the department in this endeavor. Copies of all developmental plans are forwarded to the dean and to the Provost.

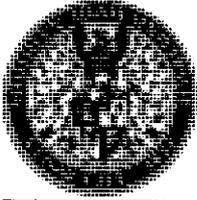
5. Forwards activity reports and evaluation letters to the dean.

**F. Responsibility of department LRT committee:**

1. Prepares an evaluative letter for each tenure-track faculty member in the department. The department LRT committee utilizes the faculty member's annual report, the department chair's evaluative letter, and may also use peer evaluations, student evaluations, summaries of relevant activity, and other pertinent information.
2. Forwards the faculty member's activity report, department chair's and the department LRT committee's evaluative letters to the dean of the college/school according to the schedule of deadlines that is attached as Appendix B.

**G. Responsibility of college/school dean:**

1. Reviews all activity reports and evaluative letters for each non-tenured faculty member in the college/school.
2. For non-tenure track faculty, the dean directs any concerns to the department chair, requesting a response. For tenure-track faculty the dean directs any concerns to the department chair and to the chairs of the LRT committees, requesting a response.
3. Prepares an annual evaluation for those faculty members where deemed necessary.
4. All recommendations for non-renewal, with supporting documentation, are forwarded to the Provost. Notice of non-reappointment shall be given to the affected faculty member no later than March 1 of the academic year in which the decision to



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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not reappoint is made. The right of advance notice shall not apply to faculty members whose appointments are to be terminated or modified for cause, or to faculty members serving under term appointments.

5. Returns all faculty portfolios and evaluations of each evaluated faculty member to the department chair according to the schedule of deadlines that is attached as Appendix B.
- H. Department chairs also prepare an annual activity report. The dean reviews all activity reports.

FORMER POLICY  
DO NOT USE



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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**THREE-YEAR REVIEW OF TENURE-TRACK FACULTY (6.1.2)**

- I. PURPOSE:** To review at the beginning of the fourth year of the probationary period each tenure-track faculty member with the purpose of assessing performance according to the criteria in Policy 6.1, IV. If the maximum of three years' prior service at another institution is granted toward the probationary period at SUU, the three-year review will be conducted at the end of the second year at SUU.
- II. PROCEDURE:** The three-year review is prepared according to the following procedures and review criteria. Deadlines are set-forth in Appendix B. The three-year review is part of the criteria for advancement and tenure.
- A. Responsibility of faculty member:** The faculty member prepares a three-year review portfolio that consists of the three prior annual reviews, attached to a cover sheet that is included in Appendix C. This portfolio is submitted to the department chair according to the schedule of deadlines that is attached as Appendix B.
- B. Responsibility of the immediate supervisor:**
1. Prepare a three-year review for each tenure-track faculty member in the department. Evaluate each criterion in Policy 6.1, IV. In addition to the material provided by the faculty member, the department chair may utilize other information such as: personal interviews, peer evaluations, student evaluations, summaries of relevant activity, and other pertinent information.
  2. Make one of the following recommendations with descriptive language supporting the recommendation:

**Standard Professional Performance (SP)**

Meets or exceeds accepted standards of professional performance.  
(JUSTIFICATION MUST BE INCLUDED)

**Low Performance (LP)**

Does not consistently meet accepted standards of professional performance. If the faculty member is retained, a development plan is required.  
(JUSTIFICATION MUST BE INCLUDED)



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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**Unacceptable Performance (UP)**

Does not meet minimal standards of professional performance.  
(JUSTIFICATION MUST BE INCLUDED)

3. Forwards the faculty members portfolio with review to the chair of the department LRT committee according to the schedule of deadlines that is attached as Appendix B.
4. Following the review process and after receiving from the dean the portfolios, reviews, and decisions, the chair returns the portfolio with all written reviews to the faculty member. The department chair discusses the three-year review in its entirety with the faculty member by the scheduled deadline. If the faculty member's performance is weak and the faculty member is to be retained, the department chair assists in preparing and implementing a plan, with time table, to correct the indicated weaknesses.

**C. Responsibility of department LRT committee:**

1. Prepares a three-year review for each tenure-track faculty member in the department. Evaluate each criterion in Policy 6.1, IV. In addition to the material provided by the faculty member and the department chair's review, the department LRT committee may utilize other pertinent information such as: peer evaluations, student evaluations, summaries of relevant activity, and other pertinent information.
2. Makes one of the recommendations in II.B.2 with descriptive language supporting the recommendation.
3. Forwards the portfolio, the department chair's review along with the department LRT committee's review to the college/school LRT committee according to the schedule of deadlines that is attached as Appendix B.

**D. Responsibility of college/school LRT committee:**

1. Prepares a three-year review using the Faculty Annual Plan and Report for each tenure-track faculty member in the college/school. Evaluate each criterion in Policy 6.1, IV. The college/school LRT committee utilizes the faculty member's portfolio, reviews of the



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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department chair and department LRT committee, and may also utilize peer evaluations, student evaluations, summaries of relevant activities, the non-tenured faculty member's portfolio, and other pertinent information.

2. Makes one of the recommendations in II.B.2 with descriptive language supporting the recommendation.
3. Forwards the portfolio and all reviews to the dean of the college/school according to the schedule of deadlines that is attached as Appendix B.

**E. Responsibility of college/school dean:**

1. Examines all reviews with recommendations for each non-tenured faculty member in the college/school to determine the appropriateness of and consistency in the reviews and review process. The dean directs any concerns about the reviews and the review process to the department chair and to the chairs of the respective LRT committees, as applicable, requesting a response.
2. Prepares a review of the non-tenured faculty members being reviewed where deemed necessary.
3. All recommendations for non-renewal, with supporting documentation, are forwarded to the Provost. Notice of non-reappointment shall be given to the affected faculty member no later than March 1 of the academic year in which the decision to not reappoint is made.
4. Returns all faculty portfolios and reviews of each reviewed faculty member to the department chair according to the schedule of deadlines that is attached as Appendix B.

**F. In the event a faculty member is serving as a department chair when his/her three-year review is scheduled, the chair is evaluated according to the specifications and procedures in this policy. The review is conducted by the college LRT committee and the dean.**



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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**ACADEMIC RANK (6.1.3)**

**I. PURPOSE:** To encourage, recognize, and reward faculty performance using each criterion in Policy 6.1, IV.

**II. POLICY**

**A. SUU recognizes the following academic ranks:**

1. Tenure track (terminal degree in field):

Assistant Professor  
Associate Professor  
Professor

2. Non-tenure track (master's degree in field or 18 graduate hours in field & a master's degree):

Lecturer  
Assistant Professor  
Associate Professor

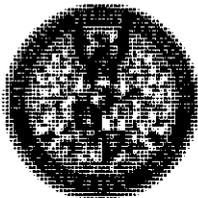
3. Special Appointments (minimum of a bachelor's degree with exceptional experience):

Professional in Residence  
Artist in Residence

4. The University also recognizes the title of Professor Emeritus. A Professor Emeritus may be employed on a part-time basis or may not be currently employed at all.

**B. Hiring with academic rank**

1. After evaluating the appointee's educational training and experience, the dean, department chair, and the affected search committee jointly recommend to the Provost a rank that is consistent with SUU policies.



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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2. Educational Training
  - a. Tenure track: Initial appointments to the rank of assistant professor or to a higher academic rank require the terminal degree in the teaching discipline. In exceptional cases, prominence in the field in which the faculty member will have primary teaching responsibility may substitute for a terminal degree. Indicators/attributes for prominence and experience are articulated by the search committee and the department chair, and are subject to action by the dean and Provost.
  - b. Non-tenure track: Initial appointments to the rank of lecturer or to a higher academic rank require a masters degree in the discipline (or a master's degree and 18 graduate hours in the field) in which the faculty member will have primary teaching responsibility.
  - c. A professional-in-residence or artist-in-residence requires prominence and experience in the field the appointee will be teaching, or a specialized certification in the discipline. Indicators/attributes for prominence and experience are articulated by the search committee and the department chair, and are subject to action by the dean and Provost.
3. There may be circumstances where, in addition to the initial rank assignment, an appointee is granted a specified number of years toward the next rank. Any such credit must be determined between the appointee and the responsible chair, approved by the dean, and Provost, and specified and clearly stated in the initial contract. A maximum of three years may be credited toward rank advancement. The number of years awarded for rank advancement for a tenure-track assistant professor is the same as the number of years reduction to the probationary period for tenure.
4. At hiring, academic officers receive academic rank according to this policy.



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

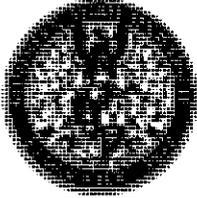
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C. Implementation

1. When this policy is adopted all current tenure-track faculty will be allowed to choose either to be subsequently evaluated for advancement in rank according to this policy or according to the existing policy (i.e., the policy that will be replaced by this policy). Those choosing to be subsequently evaluated for rank advancement according to the existing policy will have a five-year period to achieve the rank of Professor, after which further rank advancements will be awarded according to this policy.
2. At the implementation of this policy each department LRT committee, department chair, and dean will review the qualifications of all non-tenure track faculty in the department and recommend to the Provost the awarding of an appropriate rank, either the rank of Lecturer or Assistant Professor. This recommendation is to be based upon the faculty member's academic qualifications, educational teaching experience (both type of teaching and time in teaching at SUU and elsewhere) and related work experience.

D. Qualifications for rank advancement

1. Time in rank
  - a. Tenure track faculty
    - (1) Associate Professor: The rank of associate professor will be granted with the awarding of tenure, normally after seven years as assistant professor.
    - (2) Professor: Minimum of five years as Associate Professor before applying.
  - b. Non-tenure track faculty
    - (1) Assistant Professor: Four years as Lecturer before applying.
    - (2) Associate Professor: Six years as Assistant Professor before applying.



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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2. Accomplishments

Every applicant for academic rank advancement will be evaluated according to the faculty evaluation criteria. All annual reviews since hiring to the University or advancement to current rank, including where appropriate the Three-Year Review, will be part of the decision for promotion.

3. Procedure for Rank Advancement

a. Initiating an Application for Rank Advancement: The faculty member prepares an application portfolio consisting of all prior annual reviews since the last promotion, attached to a cover sheet that is included in Appendix C. Applications for rank advancement are submitted to the department chair according to the schedule of deadlines that is attached as Appendix B. The candidate may retract and retrieve his/her application at any point of the process, without prejudice.

b. Responsibility of the Department Chair, Dean and LRT Committees: Applications for Rank Advancement for tenure-track faculty are evaluated in the same manner as tenure reviews and according to the schedule of deadlines that is attached as Appendix B. The flow chart describing the review process is in policy 6.1.D. Applications for Rank Advancement for non-tenure track faculty are evaluated in the same manner as tenure reviews except the University LRT committee does not review applications for rank advancement of non-tenure track faculty.

At each level of review the application and reviews are carefully considered and acted upon. The following scale is used for evaluating the applicant, and applicants are separately evaluated according to the scale in teaching, scholarship/creativity, service and collegiality.



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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**Standard Professional Performance (SP)**

Meets or exceeds accepted standards of professional performance.

(JUSTIFICATION MUST BE INCLUDED)

**Unacceptable Performance (UP)**

Does not meet minimal standards of professional performance.

(JUSTIFICATION MUST BE INCLUDED)

The candidate also will receive an overall ranking, either "Yes" or "No," as to whether or not the candidate should be advanced in rank. In every LRT committee, the number of those voting in favor of rank advancement and those voting against rank advancement are reported.

c. Process and Review:

- (1) Any evaluative entity will receive additional information when requested.
- (2) The initial and most thorough peer evaluation must occur at the department level. The department LRT committee and department chair are best qualified to provide an evaluation of the applicant's teaching effectiveness, scholarly/creative activities, service, and collegiality. The department chair and LRT committee will make a critical evaluation of the evidence in the application.
- (3). The applicant will be notified in writing by the Provost's office as to the awarding, or not, of rank advancement by the Board of Trustees.

- E. Rank Advancement for Administrators: An administrator is considered for rank advancement according to the criteria specified in this policy.



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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**FACULTY TENURE (6.1.4)**

- I. PURPOSE:** To establish policy regarding awarding of tenure according to evaluative criteria in Policy 6.1, IV.
- II. POLICY**
- A.** SUU extends tenure to approved members of the teaching faculty hired into tenure-track appointments and to certain others, as defined in this policy. Tenure-track appointments, after the implementation of this policy, will only be given to those members of the faculty who, at the time of such appointments meet the minimum requirements specified in policy 6.1.3.
- B.** Tenure is a legally recognized property interest in a faculty appointment designed to protect the academic freedom of a faculty member and to provide the faculty member with a sufficient degree of employment security to make the profession attractive to persons of ability.
1. Tenure as a property right does not apply to the university as a whole, to a college, or to a department. Rather, tenure as a property right is restricted to that academic discipline(s) for which a faculty member has appropriate disciplinary expertise, credentials and degrees, teaching experience, service, and scholarship.
  2. The awarding of tenure signifies the faculty member's strong commitment to serve students, colleagues, the discipline and SUU in a manner befitting an academic person.
  3. The terms and conditions of every appointment and any revisions will be stated in writing at the time of this appointment, be provided to the affected faculty member, and be made a part of the university personnel file
  4. Ordinarily, tenure may be awarded only to tenure-track faculty members who are advanced to the academic rank of Associate Professor, or to those who hold the rank of Associate Professor, having been hired in such rank and having met all requirements. Administrators are not tenured in administrative positions. A faculty member holding a position with tenure in an academic



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

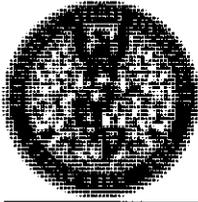
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program does not lose tenure upon accepting an administrative position at SUU, assuming good standing, and may return to former rank and role at the conclusion of administrative service.

5. Following the review and evaluation procedure detailed in this policy, and upon favorable recommendation, the tenure-track faculty member receives tenure only when the Board of Trustees approves an effective date for an award of tenure. If an award of tenure has not been made on or before the thirtieth day of June of the final year of the probationary period, or an extension has not been approved in his/her final probationary year, the faculty member will receive a terminal year of employment.
6. Tenured faculty can be terminated for cause as otherwise defined in SUU policies 6.22 and 6.28.

C. Probationary Period: The probationary period for granting tenure is normally seven years unless waived, reduced or extended as specified below.

1. The Board of Trustees may award tenure to the President of the University. Other academic officers may receive tenure as provided in SUU Policy 6.2.
2. Under exceptional circumstances the probationary period may be waived and tenure awarded at the time of hiring. Any waiver of the probationary period requires careful scrutiny of the applicant's credentials, documentation consistent with this policy, and the recommendation of the department and college/school LRT committees, the department chair, dean, and the Provost, as well as approval by the President and the Board of Trustees.
3. Based on full-time service at other institutions of higher education, the probationary period may be reduced by as many as three years, but any portion of a year served at SUU will not count toward the probationary period for an award of tenure. It is the responsibility of the department chair and dean to insure that, if warranted, credit is awarded at the time of appointment. If credit for prior full-time service at another institution is granted, this determination must be stated in the recommendation for initial appointment. No retroactive amendments to initial appointment contracts will be



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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allowed, except as specified in paragraph 7 below. Any reduction in the probationary period requires careful scrutiny of the applicant's credentials, documentation consistent with this policy, and the recommendation of the department and college/school LRT committees, the department chair, dean, and the Provost, as well as approval by the President and the Board of Trustees.

4. Faculty members must apply for tenure in the last year of the probationary period that begins with the faculty member's tenure-track appointment.
5. During the probationary period, the faculty member will be evaluated annually by the departmental LRT committee, the department chair, and the dean. Faculty members continue their probation until the probationary period is completed, but may be dismissed sooner if their annual and/or third-year evaluations indicate they are not making satisfactory progress.
6. In exceptional cases, the Board of Trustees may grant extensions of the probationary period. Extensions require re-application. Applications for extensions waive rights or claims for de facto tenure.
7. At the request of the faculty member and as approved by the department chair, dean, and department LRT committee, years granted toward tenure at the time of hiring may be rescinded. Such requests must be in writing. If approved, the rescinding of years will be for all years granted.

- D. Leave, Rank and Tenure Committees: department, college/school and University LRT committees are established according to the criteria in the table below. Faculty members who are related (as defined in SUU policy 5.2) to another faculty member who is applying for tenure are ineligible to serve on any LRT committee.

Committee procedures will be in accordance with existing policies of SUU.



**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

	<b>Department</b>	<b>College/School</b>	<b>University</b>
Voting members	3	5	1 per college/school
Tenured members	All	All	All & Full Professors
Successive membership	No	No	No
Roster submitted by	Department Chair	Dean	Each Dean
Voted by	Department Faculty	College Faculty	College Faculty
Members from other units	As needed	As needed	NA
Administrators serving	None	None	None
Exceptions approved by	University LRT	University LRT	Faculty Senate

A departmental or college/school committee may recall/reconsider an application for tenure upon majority vote. Any such recall/reconsideration requires written documentation and rationale.

E. **Application Procedure:** The faculty member prepares a tenure application portfolio consisting of (1) all prior annual activity reports with evaluative letters and (2) the three-year review, which are attached to a cover sheet that is included in Appendix C, and (3) reports on collegiality. (The chair, department LRT committee and dean should speak specifically to collegiality in their review.) The applicant is responsible to document performance for each criterion. Department chairs or other supervisors will verify the application and documentation. Applications for tenure will be submitted to the department chair according to the schedule of deadlines that is attached as Appendix B. The candidate may retract and retrieve his/her application at any point in the process, and if no extension has been awarded, a terminal contract is given for the next year or the University may initiate a buy-out.

F. **Review and Evaluation Procedure:** The levels of review and evaluation are summarized in the following chart and are completed according to the schedule of deadlines that is attached as Appendix B. Additional information will be received by any evaluation entity when requested.

1. Each level of review will receive and review/evaluate the applications, all annual reviews, and third-year reviews according to the criteria for tenure. See below.



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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2. If three consecutive evaluations (levels) fail to support the application for tenure, the application is returned to the faculty member with an explanation and rationale for the action.
- G. **Scale of Performance:** The following scale will be used for evaluating each applicant, and applicants are separately evaluated according to the scale in each criterion.

**Standard Professional Performance (SP)**

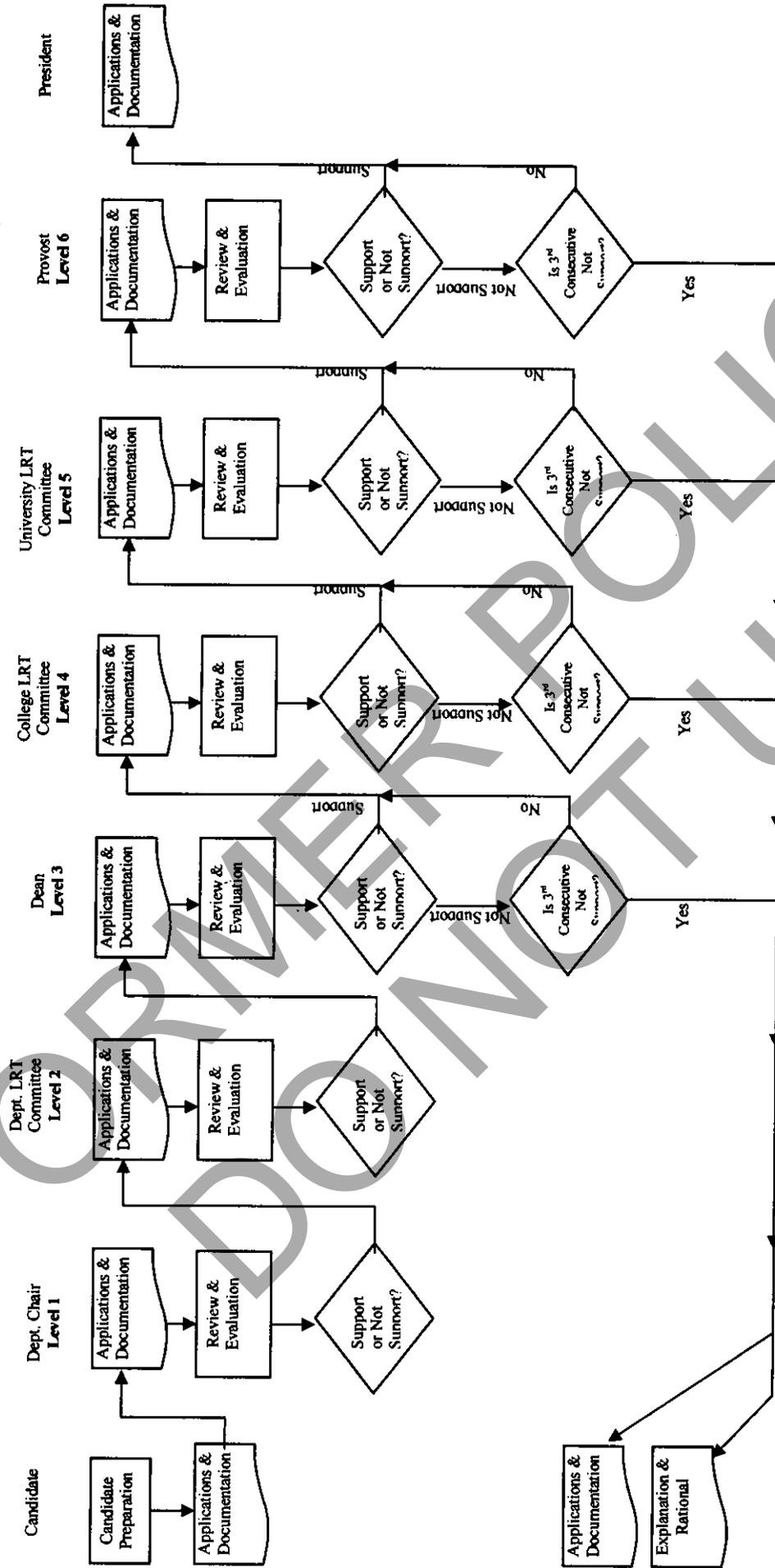
Meets or exceeds accepted standards of professional performance.  
(JUSTIFICATION MUST BE INCLUDED)

**Unacceptable Performance (UP)**

Does not meet minimal standards of professional performance.  
(JUSTIFICATION MUST BE INCLUDED)

The candidate also will receive an overall ranking, either "Yes" or "No," as to whether or not the candidate should receive tenure. In every LRT committee, the number of those voting in favor of granting tenure and those voting against granting tenure will be reported.

## Tenure Review Procedures (Three year review includes same procedures through Level 4, but Levels 3 and 4 are in reversed order)





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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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H. **Post-Tenure Review:** Post-tenure Review provides a process of periodic evaluation of faculty. The purpose of post-tenure review is to encourage continuous faculty development.

1. Evaluation criteria for post-tenure review are the same as for any other review. See Policy 6.1, IV.
2. Initial implementation of post-tenure review: Please refer to the following chart for the initial post-tenure review date.

Tenure Award Date	Post-tenure Review Date(s)		
	2005	2010	2015
2004	2009	2014	2019
2003	2008	2013	2018
2002	2007	2012	2017
Prior to 2001	2006	2011	2016

The dean's office will notify all scheduled faculty members in writing that post-tenure review will take place during the following academic year.

3. The faculty member prepares a portfolio consisting of all prior annual activity reports, which are attached to a cover sheet that is included in Appendix C. The applicant is responsible to document performance in each criterion and reports on collegiality. (The chair, department LRT committee and dean should speak specifically to collegiality in their review.)
4. Post tenure review is done within the department and is conducted by the department chair. The department chair's review is forwarded to the department LRT committee for review and action, and then to the college LRT committee for review and action. All reviews with recommendations are then forwarded to the dean for review and action, including approval or referral back to the chair.
5. The basic standard for appraisal will be whether or not the faculty member under review discharges conscientiously, and with professional competence and conduct, his/her duties.
6. The evaluation will be discipline and role specific, including consideration for those receiving a post-tenure review while serving as a department chair. It is the intent of this policy to acknowledge that there will be different expectations



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**SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE**

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in different disciplines and changing expectations at different stages of faculty careers. The evaluation should be consistent with department accreditation requirements and Policy 6.1.

7. If the results of the post-tenure review indicate the need for faculty development, the faculty member is responsible for remediating the deficiencies, and the institution may elect to assist through developmental opportunities. As such, the faculty member in consultation with the department chair prepares and implements a plan, with time table, to improve, that may include guidance, counseling, therapy, leave of absence, voluntary resignation, or early retirement. This plan, with supporting documentation, will be forwarded to the dean for action, including approval or referral back to the chair. Any disagreements between the faculty member and the department chair concerning the plan or timetable will be resolved by the dean.
8. Following the implementation of a development plan, if the next evaluation reveals continuing and persistent problems with a faculty member's performance that do not lend themselves to improvement, and that call into question the faculty member's ability to function in that position, then other alternatives will be explored. Such alternatives may include involuntary separation pursuant to SUU policy.
9. Academic officers who hold administrative assignments of dean or above are not subject to post tenure review. Their review cycle will start with the date of their return to full-time faculty status.

## APPENDIX A

### *Faculty Annual Activity Report (FAAR)*

(Note: the following is illustrative of format only, use as many pages as desired.)

#### Teaching Effectiveness:

Write a summary describing your teaching effectiveness.

#### Scholarly Activity:

Write a description of all your scholarly activities that fit your department's definition of scholarly activity.

#### Service to the University, Profession, Community:

Write a description of service rendered.

#### Collegiality:

Write a description of contributions to collegiality.

**APPENDIX B**

***Deadline Schedule  
Activity Report, Three-Year Review, Promotion and Tenure***

<b>To:</b>	<b>Annual Activity Report (6.1.1)</b>	<b>Three-Year Review (6.1.2)</b>	<b>Rank Advancement (6.1.3)</b>	<b>Tenure (6.1.4)</b>	<b>Post-Tenure Review (6.1.4)</b>
<b>Department Chair</b>	First Tuesday of September	First Tuesday of September	First Tuesday of September	First Tuesday of September	First Tuesday of September
<b>Department LRT</b>	Third Monday of September	Third Monday of September	Third Monday of September	Third Monday of September	Third Monday of September
<b>College/School LRT</b>	NA	Second Monday of October	Second Monday of October	Second Monday of October	Second Monday of October
<b>Dean</b>	Second Monday of October	First Monday of November	First Monday of November	First Monday of November	First Monday of November
<b>University LRT</b>	NA	NA	First Monday of December	First Monday of December	NA
<b>Provost</b>	NA	November 22	January 31	January 31	December 31
<b>Review by Chair with Faculty</b>	December 15	December 15	NA	NA	NA

FORMER DO NOT

**APPENDIX C**  
**Cover Sheet**  
(to be Completed by Applicant)  
**EVALUATION FOR**  
(check as many as applicable)

\_\_\_\_\_ THREE-YEAR REVIEW  
\_\_\_\_\_ RANK ADVANCEMENT to \_\_\_\_\_  
\_\_\_\_\_ TENURE  
\_\_\_\_\_ POST-TENURE REVIEW

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_ College: \_\_\_\_\_

Tenure-track \_\_\_\_\_ Non-tenure track \_\_\_\_\_

Highest degree earned \_\_\_\_\_ Primary teaching field \_\_\_\_\_

Degree \_\_\_\_\_ Date \_\_\_\_\_ Institution \_\_\_\_\_

**Complete the following information only if you are applying for tenure or advancement in rank.**

Number of years of credit granted at time of hiring towards tenure/rank being applied for: \_\_\_\_\_.

An agreement to grant years towards tenure/rank advancement must be in writing within the initial terms of appointment. Check one of the following:

- Copy of the agreement enclosed.  
 Not applicable (no credit was granted).

**Complete the following information only if you are applying for advancement in rank.**

The total of the nominee's number of years of service at SUU at current rank plus years granted at time of hiring:

Date present rank obtained at this institution: \_\_\_\_\_. (Put actual date present rank was granted at this institution, do not include credit granted towards rank advancement at time of hiring.)

**Instructions**

In several places in this document reference is to preparing a faculty portfolio. That portfolio consists of:

**For the Three-Year Review:**

All annual activity reports and evaluative letters written by the department chair, the department LRT committee and, where applicable, the dean. All documentation supporting the annual activity reports are included as part of this portfolio.

**For Rank Advancement and Tenure:**

All annual activity reports and any evaluative letters written by the department chair, the department LRT committee and the dean. All documentation supporting the annual activity reports are included as part of this portfolio. Also, include the Three-Year review, including the evaluations by the department chair, department and college LRT committees, and the dean.

**For Post-tenure Review:**

All annual activity reports and all documentation supporting the annual activity reports.

**EVALUATION FOR THREE-YEAR REVIEW**  
(to be Completed by Evaluator/Evaluative entity)

Date: \_\_\_\_\_

Name of Faculty Member: \_\_\_\_\_

Name of Evaluative Entity \_\_\_\_\_

Should the Faculty Member be Retained (to be completed by the Chair and Dean): Yes \_\_\_\_\_ No \_\_\_\_\_

Signature(s): \_\_\_\_\_

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Please provide your evaluation of the above named individual.

**Teaching:** \_\_\_\_\_ (See II.B of 6.1.2)

Comments:

**Scholarly/Creative Activity:** \_\_\_\_\_ (See II.B of 6.1.2)

Comments:

**Service Activities:** \_\_\_\_\_ (See II.B of 6.1.2)

Comments:

**Collegiality:** \_\_\_\_\_ (See II.B of 6.1.2)

Comments:

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**EVALUATION FOR**  
(to be Completed by Evaluator/Evaluative entity)

(check as many as applicable)

\_\_\_\_\_ RANK ADVANCEMENT to \_\_\_\_\_  
\_\_\_\_\_ TENURE

Date: \_\_\_\_\_

Name of Faculty Member: \_\_\_\_\_

Name of Evaluative Entity \_\_\_\_\_

Evaluative Entity's Recommendation: Should the faculty member be advanced in rank and/or be granted tenure?

Yes \_\_\_\_\_ No \_\_\_\_\_

For Committees, please complete. Number voting Yes \_\_\_\_\_ voting No \_\_\_\_\_

Signature(s): \_\_\_\_\_

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Please provide your evaluation of the above named individual.

**Teaching:** \_\_\_\_\_ (See II.D.3.b(1) of 6.1.3 or II.G of 6.1.4, as applicable)

Comments:

**Scholarly/Creative Activity:** \_\_\_\_\_ (See II.D.3.b(1) of 6.1.3 or II.G of 6.1.4, as applicable) Comments:

**Service Activities:** \_\_\_\_\_ (See II.D.3.b(1) of 6.1.3 or II.G of 6.1.4, as applicable)

Comments:

**Collegiality:** \_\_\_\_\_ (See II.D.3.b(1) of 6.1.3 or II.G of 6.1.4, as applicable)

Comments:

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