
College of Design's Guide to: Post- Tenure Reviews

This document is to
guide College of
Design Faculty
Members and
Department Chairs
through the University
Post-Tenure Review
Process

Updated: 2017

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The purpose of this document is to assist candidates with proper organization of their post-tenure review materials. The materials contained in this document have been collected from the following sources:

- Provost Guidelines for Post-Tenure Review on the Provost’s website
- Iowa State University *Faculty Handbook*
- College of Design Governance Document
- Other department and college policies and procedures
- Guidelines and templates from other colleges at Iowa State University

All review and evaluation procedures will follow accepted university guidelines as specified in the *Faculty Handbook, College of Design Governance Document, and applicable Departmental Governance Document*. In the absence of specific college guidelines or in case of conflict, the university and/or college policies will take precedence.

Faculty are advised to read sections pertaining to post tenure review in the Faculty Handbook, the College of Design Governance Document, and in their department’s governance document.

This document is a work in progress. If you have concerns, edits, etc., please contact the Senior Associate Dean.

Purpose of a Post-Tenure Review

The post-tenure review is a peer-review process meant to assess the quality of the faculty member's performance in the areas of teaching, research/creative activities, extension/professional practice, and institutional service as indicated in the faculty member's position responsibility statement (PRS) in effect during the period of the review. This process does not replace the faculty member's annual review.

Post-tenure reviews should occur at least every seven year, but no fewer than five years from a previous post-tenure review. A post-tenure review must also occur during the year following two consecutive unsatisfactory annual reviews.

If a faculty member is denied promotion through a faculty review, the promotion review does not replace a post-tenure review. Only if the promotion is approved by the Board of Regents, does the seven year review period start again.

Exemptions

Faculty members who are:

- 1) being reviewed for a promotion to a higher rank within the same year,
- 2) within one year from announced retirement or are on phased-retirement, or
- 3) serving as a department chair, or whose title contains the term president, senior vice president and provost, or dean,

are the only faculty members exempt from going through a post-tenure review.

Process for a Post-Tenure Review

Timeline

It is the department chair's responsibility to notify and begin working with faculty members who will be going through a post-tenure review during the faculty member's annual review in the spring before the review year. It is then the responsibility of the faculty member to hand in their post-tenure review packet to the Administrative Specialist for their respective department by November 15th. The Administrative Specialist will work with the respective department chair to begin the departmental review. A complete calendar of events is listed at – [Additional Resources, Calendar](#)

Review Materials

The faculty member is responsible for providing all information specified in their department's governance document including the following information for the review process:

1. All Position Responsibility Statements (PRS) in effect during the review period,
2. Current CV / Vita
3. Evidence of and recognitions for work accomplished during the review period that directly relate to areas of responsibility included in the faculty member's PRS.

Review materials can be submitted electronically via a CyBox folder, which is set up by the HR Liaison and maintained by the Administrative Specialist, or in a bound paper form (at the discretion of the faculty member and department chair). If the faculty chooses to have their review materials uploaded into a CyBox folder, the faculty member needs to speak with the HR Liaison and Administrative Specialist by October 1st, so proper arrangements can be made.

Department Review Committee and Evaluation Letter

The departmental review committee is responsible for carefully analyzing and evaluating materials submitted by the faculty member being reviewed and preparing a letter that includes their findings. The evaluation letter should not be a review of the process, recitation of the CV, or a summary statement, but should identify, discuss, and analyze strengths and weaknesses in each area of responsibility included in the faculty member's PRS, e.g., teaching, research/creative activities, extension/professional practice, institutional service. Each area of responsibility must be rated as "Meets Expectations" or "Below Expectations." It is best to deal with concerns directly and clearly. The department review committee letter must also include the names and ranks of the faculty members who reviewed the case. The Post-Tenure Review Cover Sheet must accompany the evaluation letter.

Department Chair's Review

After the evaluation has been completed by the departmental review committee, it is the responsibility of the department chair to:

1. Review the post-tenure review materials and the department review committee evaluation letter.
2. Meet with the faculty member to discuss the department review committee's evaluation and recommendations.
3. If applicable, work with the faculty member to develop an action plan for improving performance in areas rated as "Below Expectations." It is the department chair's responsibility monitor progress and assess improvement, or lack thereof, as detailed in the action plan. Additional information about the action plan can be found at – [Additional Resources, Action Plan](#)
4. Write an evaluation and recommendation addressed to the dean, detailing the review of the faculty member in question

At the conclusion of the department review, the Administrative Specialist will work with the HR Liaison to transfer the Post-Tenure Review Packet to the College for the Dean's review and submittal to the Provost.

Dean's Review

The Dean will review the post-tenure review materials and recommendations submitted for consistency and thoroughness. The Dean will also provide feedback, as necessary, for areas rated "Below Expectations."

Submission to the Office of the Senior Vice President and Provost

The completed review packet will be forwarded to the Provost Office to be reviewed for consistency and thoroughness.

Additional Resources

Calendar

During the annual review in the spring prior to the review year	Department Chair notifies faculty member of upcoming post-tenure review.
October 1 st	Determination date for paper or electronic copy.
November 15th	Faculty member submits post-tenure review packet to Administrative Specialist.
December 1st	Departmental review committee begins and prepares a letter of evaluation addressed to the department chair.
February 1st	Department Chair review begins and writes a letter of review addressed to the faculty member.
March 1st	Dean begins review for informational purposes and writes a memo summarizing the review process and final outcomes to the Provost
April 1st	Final decision is forwarded to the Office of the Senior Vice President and Provost for informational purposes.

** If due date fall on a weekend or holiday, the information is due the Friday prior to the due date.

Action Plan

If an action plan is necessary, it must at minimum include the following three parts:

1. A justification for the plan.
2. A specific timetable for evaluation of acceptable progress on the plan.
3. A description of possible consequences for not meeting expectations by the time of the next evaluation or review.

References

Policies related to post-tenure reviews are included in the:

- ISU Faculty Handbook section 5.3.4.,
- College of Design Governance Document section 4.9, and in
- Departmental Governance Documents.

**Post Tenure Review
Cover Sheet**

College of _____

Department of _____

Date _____

Faculty Name: _____

Faculty Rank: _____

Assessments* to be completed by PTR Committee:

Teaching:

- Meets Expectations
- Below Expectations

Research/Creative Activities:

- Meets Expectations
- Below Expectations

Institutional Service:

- Meets Expectations
- Below Expectations

Extension/Professional Practice:

- Meets Expectations
- Below Expectations

[Other]:

- Meets Expectations
- Below Expectations

To be completed by the PTR Committee Chair [required]:

Overall Assessment:

- Meets Expectations
- Below Expectations

**Assessment categories may be modified to reflect actual PRS categories*

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