

ELIZABETH CITY STATE UNIVERSITY

Faculty Post-Tenure Review Policy Guidelines

These guidelines outline core principles and procedures for post-tenure review at Elizabeth City State University (ECSU). These guidelines aim to set forth a uniform faculty review system across various departments/programs at ECSU.

I. Post-Tenure Review System

A. Overview of Post-Tenure Review (PTR)

Post-tenure review (PTR) is required for all tenured faculty every five years after tenure is awarded. This review process is comprehensive and cumulative, including all aspects of the professional performance of a faculty member from past annual evaluations and other relevant documents highlighting achievement. Annual evaluations will not substitute for the Post-Tenure Review process but shall serve as supplemental evidence to support the overall process. Faculty members will receive written feedback summarizing the overall evaluation.

B. Notification of Review and Five-Year Plan

The PTR process begins with an official notification to the faculty member outlining the criteria for assessment. The notification and review process will follow these procedures:

1. The Office of the Provost and Vice Chancellor for Academic Affairs will notify the faculty member at the start of the academic year in which the review is scheduled.
2. The Dean of the respective school, in consultation with the appropriate Chair, will notify each faculty member of the projected date for their next Post-Tenure Review. A PTR Timeline should be announced during the first month of the fall semester to ensure timely processing.
3. As required by the UNC Policy Manual 400.3.3.1[R], at the beginning of the post-tenure cycle, the faculty member under review, in consultation with his/her department Chair, will develop a five-year goal or plan.
 - a. This plan remains flexible and can be modified in consultation with and approval of the department Chair if unforeseen circumstances impact the faculty's performance or if departmental needs/focus changes.
 - b. The plan should be detailed enough to include clear and measurable milestones (at least annually) and will need to be integrated into annual performance evaluations.
 - c. After the Chair's approval, Chairs must submit each faculty's five-year plan to the Dean of the respective school, who then submits it to the Office of the Provost and Vice Chancellor for Academic Affairs.

C. Post-Tenure Review Committee (PTRC)

In accordance with the UNC Regulation on Performance Review of Tenured Faculty (Post-Tenure Review), the Post-Tenure Review Committee (PTRC) will be established by a process agreed upon by the departmental tenured faculty members.

1. The PTRC shall consist of at least three (3) tenured departmental faculty members.

2. Members of the committee will serve staggered 3-year terms. Department Chairpersons and supervisors shall not serve on this committee.
3. In cases in which an academic department does not have three (3) tenured faculty members, a tenured faculty member from another academic department shall be chosen by the departmental tenured faculty members in consultation with the departmental Chairperson and Dean. The faculty member being reviewed will not have the option of selecting members of the PTRC.

D. Comprehensive Portfolio

The faculty member being reviewed will be asked to submit to the department chairperson a comprehensive portfolio of documentation highlighting appropriate teaching, research/scholarly, and service activities for the past five (5) years.

1. At least five (5) letters of recommendation from peers must be included as documentation. Support letters can be from colleagues outside the academic department (at least two within ECSU; the remaining can also be from outside ECSU).
2. An evaluation of the faculty member's teaching effectiveness will be made by classroom visitation(s) to assess measures such as lesson objectives, student engagement, and student/teacher interactions; the classroom observation of teaching shall be for at least one full class period.
3. Faculty teaching online courses will be evaluated in the Learning Management System (LMS).
4. The PTRC members must notify the faculty under review before the classroom visitation to coordinate and establish an agreed-upon time.
5. Additional items such as teaching philosophy, current curriculum vitae, course syllabi, professional development activities, and past student, chair, and peer evaluations will be included in the review process; (Refer to the *Weighted Criteria and Results* below for portfolio categories).

II. Post-Tenure Review Feedback

A. Post-Tenure Review Committee's Meeting with Faculty Member

The PTRC will provide a copy of the committee's evaluation to the faculty member and meet with the faculty member to discuss the review.

1. The PTRC's written feedback to the reviewed faculty member should include recognition for observations of exemplary performance.
2. A negative review by the PTRC must include a statement of the faculty member's primary responsibilities and specific descriptions of shortcomings related to the faculty member's assigned duties.
3. The faculty member must sign the Post-Tenure Review Evaluation Report and indicate agreement or disagreement.
4. The faculty member can attach a written response to the evaluation within fourteen (14) working days of receipt and submit the same response to the PTRC to be attached to the Post-Tenure Review Evaluation Report.
5. After reviewing the documents, the Post-Tenure Review Committee will provide a written assessment and recommendation to the department chairperson.

B. Department Chair and Dean's Review

The department chairperson shall consult with the PTRC on post-tenure review outcomes to render his or her evaluation of the faculty member under review.

1. All written assessments and recommendations must be forwarded to the Dean of the respective school, including any attached faculty responses.
2. The Dean of the respective school must provide an evaluative review in addition to the review conducted by the peer review committee and the department Chair.
3. After reviewing the Post-Tenure Review Committee's assessment and recommendations, the Dean of the respective school shall provide the Provost and Vice Chancellor of Academic Affairs acknowledgment of the completion of the review. The Provost must certify that all aspects of the post-tenure review process for that year comply with policy and guidelines.

III. Weighted Criteria and Results

A. Criteria for Review

The assessed criteria making up the review consists of the following:

1. Teaching Observation Assessment – 25%
 - a. All peer evaluations conducted over the previous 5 years should be included and should include at least five evaluations.
 - b. At least three peer observations should be completed by full-time tenured faculty.
 - c. Chair Observations should include all evaluations of teaching effectiveness from the previous 5 years.
2. Portfolio Assessment – 75%

The following breakdown provides the allocation of the 75 points.

 - a. Candidate Self-Assessment – up to a maximum of 5 points
 - b. Annual Evaluations by the Chairperson – up to a maximum of 5 points
 - c. Letters of Reference – up to a maximum of 5 points
 - d. Teaching – up to a maximum of 35 points (to include significant course revisions, course creations, impactful use of technology, service and experiential learning, advising and mentoring, co-curricular programming)
 - e. Research/Creative Works – up to a maximum of 15 points
 - i. *Empirical and Theoretical Work*: Peer-reviewed articles, books, and book chapters
 - ii. *Exhibited and Commissioned Creative Works*: Products include music compositions, creative works including poetry, literary works, and original artwork across various mediums, including painting, sculpture, ceramics, photography, and digital media, created as individual pieces or as a group.
 - iii. *Scholarly Writing*: scholarly articles, monographs, pedagogical articles, book reviews, and external and internal grants and research proposals
 - iv. *Exhibitions and Performances*: Curated art exhibitions, performances in concerts or musical recitals
 - f. Service – up to a maximum of 10 points
 - i. *Service to the University*: activities that support the overall functioning and advancement of the institution. This includes serving on committees

- and task forces, contributing to faculty governance, and taking on leadership roles within academic departments or administrative units.
- ii. *Service to Students*: participating in student organizations and serving as an advisor for student organizations.
 - iii. *Service to Community/ Society*: collaborating with local schools, organizations, or businesses to address community, state, national, or international needs; sharing expertise through workshops, training, and consulting services; and participating in service projects, taskforces, boards, or volunteer initiatives.
 - iv. *Service to the Discipline*: participation in professional and learned societies, editing a professional journal and/or serving on the editorial board of a professional journal, serving as an appointed or elected officer of an academic or professional association.
 - v. The maximum points for service can be set to 15, given this is included in the five-year plan ahead of evaluation, and only if the service faculty provided goes beyond simple membership in committees, which is uniformly expected from all ECSU faculty members. In this situation, points in research/creative works should be reduced to accommodate the increase in service points.

B. Performance Categories

1. Based on the overall summary review report from the school's Post-Tenure Review Committee, a faculty member's performance will be categorized by the score or percentage earned.
2. Faculty will receive performance scores as follows:
 - 90-100 = Exceeds Expectations
 - 70-89 = Meets Expectations
 - <70 = Does Not Meet Expectations

IV. Faculty Success Plan

For faculty who do not meet expectations in the review process, a Faculty Success Plan must be designed at the start of the next academic year and before the start of classes to outline objectives and specific steps the faculty member must take for improvement and reevaluation. A timeline for the accomplishment of these objectives, the expectation for improvement, and a statement of consequences (should improvement not occur within the designated time allotted) must also be given. In cases of deficient professional performance, the following procedures will be implemented:

- A. The faculty member will meet with his/her department chairperson and dean of their respective school to discuss the documented problems identified by the Post-Tenure Review Committee's report.
- B. The dean, department chairperson, and faculty member will work collectively to chart a course of action and develop a plan that shall be implemented as the Faculty Success Plan for the faculty member.

- C. Faculty Success Plan will be put into effect immediately to correct deficiencies for the next academic year and shall include providing specific written feedback regarding the shortcomings witnessed in the submission to the faculty member, determining the amount of time necessary for remediation, and identifying resources for prescribed remediation.
- D. Since the Faculty Success Plan is continuous and coincides with the annual evaluation process, the faculty member's performance will be reassessed, and a determination will be made for satisfactory performance being achieved or for continuation with corrective measures if deficiencies remain at the end of the academic year.
- E. The Post-Tenure Review Committee will be reconvened to conduct a follow-up assessment and will report its findings and recommendations to the dean, who in turn will share this information with the department chair and the faculty member. The dean will forward the findings and recommendations to the Division of Academic Affairs for administrative action.

V. Procedures for Due Process

- A. Faculty who successfully complete the review process will be notified with a feedback letter of the results and reminded of the next five-year review that should be anticipated.
- B. In accordance with the requirements of due process outlined in Chapter VI of *The Code* of the University of North Carolina, ECSU may seek to discharge, suspend, or demote a tenured faculty member who sustains unsatisfactory performance after having been given an opportunity to remedy such performance and fails to do so within a reasonable time.

VI. Training for Evaluators Involved in Post-Tenure Review

- A. ECSU shall provide ongoing support and training for all post-tenure review evaluators, including peer review committee members, department chairs, and deans.
- B. UNC General Administration will provide digital training modules that focus on the basics of state personnel policy and UNC policies, regulations, and guidelines related to personnel and tenure; the essential elements of a useful and thoughtful review; how to prepare, conduct, and manage a meaningful review process; and how to provide constructive criticism in a positive manner.
- C. The Provost's Office shall ensure that all evaluators review the modules provided by UNC GA and receive training on campus-specific policies and procedures.
- D. In submitting the requisite annual post-tenure review reports, the Provost will certify that required training has been conducted.