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The University of North Carolina at Greensboro  
College of Arts & Sciences

## **Policy on Annual and Post-Tenure Review**

Except as specifically provided in this document, annual and post-tenure review in the College of Arts & Sciences follows the procedures in the University's "Annual and Post-Tenure Review Policy for Faculty."

Throughout this document, the term "department" includes interdepartmental programs in which faculty may hold appointments. The term "head" includes the directors of such programs.

### *I. Annual Review*

- A. The annual accomplishments of all faculty members must be reported according to a procedure and in a form specified by the department. Accomplishments not reported in the form specified will not be included for consideration in the annual review.
- B. The University's Annual Review Report Form must be used for all tenured and tenure-track faculty members, and for all Academic Professional (AP) Track faculty. Use of this form for non-tenure track faculty other than AP faculty is optional.
- C. Departments are responsible for developing procedures for review of non-tenure track faculty. Review of those whose responsibilities are limited to teaching may be based solely on a teaching evaluation conducted according to the department's teaching evaluation policy. Peer review is optional. The department's procedure must be developed in consultation with the non-tenure-track faculty and must be described in the department's instrument of governance or in a separate policy document.
- D. Review of adjunct faculty may consist of a single memo from the department head to the Dean listing the names of all adjunct faculty and stating that their contributions to the department have been satisfactory or unsatisfactory, as appropriate.
- E. Peer review of tenured and tenure-track faculty may be conducted only by tenured faculty, as specified in the department's instrument of governance or in a written department policy on annual review.
- F. A copy of the annual report form, the head's evaluation, a summary of the peer review, and the comments of the faculty member (if any) must be provided to the faculty member and the original retained in the department files. Instructions for sending annual evaluations for the Dean's review will be provided separately.

- G. Departments may use the results of the annual review for making merit determinations, including salary increase recommendations, or they may supplement the annual review process to permit a more nuanced basis for these determinations.
- H. All tenured/tenure-track faculty below the rank of tenured Professor, and all AP track faculty below the rank of Senior Academic Professional, must be provided with written feedback on their progress towards tenure, promotion, or advancement, as appropriate. This feedback must be informed by input from the department faculty senior in rank<sup>1</sup> to the person being reviewed. If the department has too few faculty of appropriate rank, then the Dean, in consultation with the head, will appoint a committee with sufficient outside members to ensure that at least three peers are involved in the review. It is expected that those individuals will also serve on the faculty member's tenure or promotion review committee at the appropriate time.
- I. Annual reviews of department heads and program directors will be conducted by the Dean and will include periodic (currently biennial) solicitation of evaluations by department/program faculty and staff.

## *II. Post-Tenure Review*

- A. Each fall, the Dean's Office will provide departments with a list of tenured faculty who are scheduled for post-tenure review in the current year. A faculty member who provides written notice that they will retire from the university by the end of the academic year will not be reviewed.
- B. Following promotion to Professor, a faculty member's "PTR clock" is reset and the next five-year period begins with the year following the promotion decision. The faculty member will set goals for the next five years as specified in Section II, G, below.
- C. Faculty who are being reviewed for promotion to Professor in the year scheduled for PTR will not be required to undergo a separate post-tenure review, provided that their promotion is recommended at both the department and College levels. For purposes of this policy, promotion is deemed to be "recommended" if (a) either the department head or a majority of the department faculty recommend promotion and (b) either the dean or a majority of the College Promotion & Tenure Committee do also. (An evenly divided faculty vote at the department or College level will be treated as a majority recommendation.) If promotion is not recommended, then post-tenure review must be carried out before the end of the year. In either case, the faculty member will set goals for the next five years as specified in Section II, G, below.
- D. The peer review committee will consist of at least three tenured Associate Professors or Professors. The committee will be appointed by the department head

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<sup>1</sup> For the purposes of this document, Associate Professors and Professors are senior to Assistant Professors and Professors are senior to Associate Professors. Tenured faculty and Senior AP faculty are senior to AP faculty.

in accordance with the procedure described in the department's instrument of governance or in a separate policy document. In cases where the department has too few tenured faculty, the Dean will appoint additional faculty from outside the department in consultation with the department head.

- E. The College of Arts & Sciences' Post-Tenure Review Report Form must be used in all post-tenure reviews.
- F. If, on the basis of the previous annual reviews, the faculty member is deemed to have performed exceptionally well during the period under review, the department head may recommend to the dean ways in which this performance be recognized and rewarded.
- G. As required by University policy, the faculty member will set goals for the next five years in consultation with the department head. If the head and the faculty member are unable to agree on the goals, a draft indicating points of contention must be sent to the dean, who will resolve the disagreement.
- H. The PTR materials, including written evaluations by the peer review committee and the department head, should be sent to the Dean's Office by a date that will be announced annually. The Dean will add his/her review and return the form to the department where it must be kept in the faculty member's personnel file.
- I. In the case of an unsatisfactory post-tenure review, the procedure described in the UNCG Annual and Post-Tenure Review Policy for Faculty, Section IV.K, must be followed. Section V of that document describes the process for a faculty member to appeal an unsatisfactory review.