

*Approved by the College Administrative Council, August 29, 2012; revised September 23, 2015;
revised February 23, 2023*
*Approved by the College Assembly, October 23, 2012; revised October 27, 2015; revised April
3, 2023*
Non-Substantive Revisions February 22, 2022

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 full-time faculty members must be reported in Faculty Success. Accomplishments not documented in Faculty Success will not be included for consideration in the annual review.
- B. 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.
- C. Peer review of tenure-track and tenured 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.
- D. 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.
- E. 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. The Dean's Office will provide departments with a list of tenured faculty who are scheduled for post-tenure review in the following 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 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. 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.
- F. As required by University Post Tenure Review 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.
- G. 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.