

UNIVERSITY OF NEW HAMPSHIRE

College of Health and Human Services

Post-Tenure Review Policy and Procedures *Updated May 2017*

INTRODUCTION

Post-tenure review is intended to be a systematic process for the periodic review of the performance of faculty members with tenure. The goal of such a review is threefold: (1) to promote and support faculty development; (2) to foster and encourage productivity in all three domains of faculty responsibility (i.e., teaching, scholarship and service); and (3) to enhance the congruity between personal and institutional agendas. The post-tenure review process respects the basic principles of academic freedom and does not abrogate in any manner or form the due process for dismissal or other disciplinary action prescribed for the faculty by the policies and procedures of the University of New Hampshire (UNH) or the collective bargaining agreement between the Board of Trustees of the University System of New Hampshire (USNH) and the UNH chapter of the American Association of University Professors (AAUP).

The Collective Bargaining Agreement (CBA) between USNH and the UNH AAUP, July 1, 2015 – June 30, 2020, page. 9, Article 11 Annual Review states:

“11.2 The Dean, in consultation with each departmental Chairperson, will establish a procedure for regular, written assessment of tenured faculty. A copy of this assessment will be shared with the bargaining unit member within a reasonable period of time after the evaluation is complete.”

The College of Health and Human Services, pursuant to this clause of the CBA, will conduct post-tenure reviews as described below.

I. Schedule of Reviews

Every Associate Professor must prepare a post-tenure review (PTR) statement every three years following the award of tenure. The Dossier will be submitted in year four after the previous review and will replace the annual review for that academic year.

Every Full Professor must prepare a post-tenure review dossier every three to five years following promotion to the rank of Full Professor. Those being reviewed for a three-year period will submit the dossier in year four and those reviewed for a five-year period will submit the dossier in year six. The post-tenure review will replace the annual review for the academic year in which it is due.

II. Post-Tenure Review Dossier

The Post-Tenure Review Dossier shall consist of the following:

1. An up-to-date Curriculum Vitae
2. Yearly Annual Review materials and Department Chair letters since the most recent promotion or post-tenure review
3. A three-page summary of teaching, research and service that includes a table of teaching evaluations with means for questions 1-14 for all courses taught since the most recent review
4. Any additional documentation that illustrates the effectiveness of the faculty member's activities.
5. A proposed three- to five-year development plan that outlines future goals and objectives in all three domains of responsibility (teaching, scholarship, and service).

III. Department/College Review

1. The Department Chair will review the faculty member's dossier and prepare a letter that assesses

the faculty member's performance and future development plan relative to the faculty member's mix of teaching, scholarship, and service responsibilities.

2. The Dean of the College will review and evaluate the dossier and the Chair's letter. After reviewing all materials submitted, the Dean will transmit a letter of evaluation to the faculty member undergoing review with a copy to the department Chair.
3. If the faculty member disagrees with any portion of the written record, he or she may include a written response outlining his/her points of concern and/or disagreement.
4. The written evaluations and responses will be placed in the faculty member's personnel file.

IV. Additional Items

1. Each tenured faculty member, regardless of rank and including faculty in departmental administrative positions, will be reviewed every three or five years.
2. Post-tenure review will be waived for any faculty members that have been promoted less than three years prior to the next scheduled review.
3. Post-tenure review will be waived for any faculty member who notifies the respective Department Chairperson and Dean in writing of a planned retirement within three years of the next scheduled review.
4. An Associate Professor who indicates in writing to the respective Department Chairperson and Dean an intention to be reviewed for promotion to Full Professor within two years of his or her scheduled post-tenure review may request that the post-tenure review be waived with the full professor promotion and tenure process substituting for the post-tenure review. The Dean, in consultation with the appropriate Department Chairperson, will decide whether to grant the request. If a review for promotion does not go forth, the post-tenure review process will take place.
5. Department Chairs should turn in an annual review document to the Dean each year and receive feedback from the Dean in lieu of a post-tenure review.

XI. Timeline and Notification of Post-Tenure Review Eligibility:

1. The Department Chair will notify the faculty member(s) to be reviewed during the academic year no later than December 1 of the previous year.
2. The faculty member being reviewed will submit post tenure review materials to the Department Chair by May 15 of the academic year in which he or she is scheduled for review.
3. The Department Chair will review the faculty member's submission and prepare a written assessment, which will be submitted to the Dean by June 15.
4. The Dean will complete his/her review and transmit the letter of evaluation to the faculty member undergoing review, with a copy to the department Chair, by July 15.