

**FAMU**

# POST-TENURE FACULTY REVIEW

Process and Procedures

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Revised September 2024

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#### Preamble

Each board of trustees shall adopt policies requiring each tenured state university faculty member to undergo a comprehensive post-tenure review to accomplish the following.

- a. Ensure high standards of quality and productivity among the tenured faculty in the State University System.
- b. Determine whether a faculty member is meeting the responsibilities and expectations associated with assigned duties in research, teaching, and service, including compliance with state laws, Board of Governors' regulations, and university regulations and policies.
- c. Recognize and honor exceptional achievement and provide an incentive for retention as appropriate.
- d. Refocus academic and professional efforts and take appropriate employment action when appropriate.

#### Process

##### 1) Timing and Eligibility

- a. Each tenured faculty member shall have a comprehensive post-tenure review of five years of performance in the fifth year following the last promotion or the last comprehensive review, whichever is later. For faculty hired with tenure, the hire date shall constitute the date of the last promotion.
  - i. In the first year following the effective date of this regulation, 20% of tenured faculty will be evaluated, in addition to faculty in the fifth year under (1)(a).
  - ii. In each of the second, third, fourth, and fifth years following the effective date of this regulation, 20% of tenured faculty who have not received a comprehensive review will be evaluated in addition to faculty who are in the fifth year under (1)(a).

- iii. Beginning with the sixth year following the effective date of this regulation, the process outlined in (1)(a) shall be followed.
  
- b. Tenured faculty in administrative roles, including the president, vice-presidents, associate and assistant vice-presidents, provost, associate and assistant provosts, deans, associate and assistant deans, department chairs and unit directors, shall be evaluated annually by the appropriate supervisor based on criteria established by the university. Such evaluations shall include a review of performance based on all assigned duties and responsibilities and professional conduct. Such evaluations shall also include the following, if applicable: performance of academic responsibilities to the university and its students; non-compliance with state law, Board of Governors' regulations, and university regulations and policies; and substantiated student complaints.
  
- c. Policies and regulations adopted by the boards of trustees may include exceptions to the timing of the comprehensive post-tenure review for extenuating, unforeseen circumstances. Additional exceptions may be considered for former faculty administrators who have stepped down from their administrative position during their 5-year performance review period, faculty members on an approved university leave, or faculty members who are applying for promotion to full. Exemption requests will be reviewed and evaluated on a case-by-base basis. Any exception granted to a tenured faculty member shall be disclosed in the provost's report to the university's president and board of trustees on the outcomes of the comprehensive post-tenure review.

## 2) Candidate Notification Procedure

- a. All selected candidates and their deans are notified by email that they have been selected for a post-tenure review (PTR). An email (see Attachment A) provides candidates with guidance on the materials needed for their review including:
  - i. An updated and comprehensive Curriculum Vitae (CV) highlighting teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments.
  
  - ii. A narrative (minimum of 12 pt font) of no more than 5 pages highlighting the contributions made during the five-year review period by the faculty member in each performance area appropriate to their assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative

assignments. They may include an explanation of any variation in their annual performance during the review period.

1. Include a statement in your narrative describing what was your primary job responsibility over the review period. Examples include instructional (e.g., teaching courses), research, clinical, extension, creative works, scholarship, service or administrative assignments. Please contact the Office of Provost, if you have any questions.
  2. Include a self-evaluation on your student teaching evaluations including your response to students comments.
  - iii. Any supporting documents during the 5-year review period including Assignment of Responsibilities (AORs) or equivalent, annual evaluations, and student teaching evaluations.
  - iv. Up-to 5 pages of optional material relevant to their review may be added.
- b. Candidates are given one week to request a Provost Exemption. All exemptions are reviewed, and candidates are notified if their request has been granted or not. Those granted an exemption are informed that their review will be postponed until the next year. They may request a subsequent exemption which will be reviewed on a case-by-case basis.

### 3) Candidate Dossier Submission Procedure

- a. The web-based system Interfolio, Review, Promotion, and Tenure (RPT) is used to facilitate the administrative management of the post-tenure review process.
- b. A QuickStart guide is provided to faculty to assist them in the submission of their application. Workshops for faculty are held to discuss the submission and review process in detail.
- c. Candidates must upload their dossier into the Interfolio system by the deadline specified in the Post-Tenure Review Calendar of Events. Candidates who **willfully** fail to submit a dossier are in **non-compliance** with the regulation.
- d. A preliminary examination of the dossier is conducted by the Office of the Provost to check that all required review materials have been submitted.

Faculty are given one week to submit any missing required documents.

- e. The Office of the Provost will add the following supplemental materials, if any, held within a university level office:
  - i. Substantiated student complaints,
  - ii. History of professional conduct and performance of academic responsibilities to the university and its students,
  - iii. Record of non-compliance with state-law, Board of Governor's regulations, and university regulations and policies,
  - iv. Record of unapproved absences from teaching assigned courses, and
  - v. Other relevant measures of faculty conduct as appropriate.
- f. The review materials are forwarded to the candidate's Level 1 Reviewer. In most cases, the Level 1 Review is the faculty member's department chair, division director, or associate dean for schools and colleges without departments or divisions.

## **Requirements and Procedures**

### **4. Review Requirements**

- a. The comprehensive post-tenure review shall include consideration of the following.
  - i. The level of accomplishment and productivity relative to the faculty member's assigned duties in research, teaching, and service, including creative arts, extension, clinical, and administrative assignments. The university shall specify the guiding documents. Such documents shall include quantifiable university, college, and department criteria for tenure, promotion, and merit as appropriate.
  - ii. The faculty member's history of professional conduct and performance of academic responsibilities to the university and its students.
  - iii. The faculty member's non-compliance with state law, Board of Governors' regulations, and university regulations and policies.
  - iv. Unapproved absences from teaching assigned courses.
  - v. Substantiated student complaints.
  - vi. Other relevant measures of faculty conduct as appropriate.

- b. The review shall not consider or otherwise discriminate based on the faculty members' political or ideological viewpoints.

5. Review Procedures

- a. The faculty member shall complete a university-designated dossier highlighting accomplishments and demonstrating performance relative to assigned duties and submit the dossier to the appropriate Level 1 Reviewer.
- b. Level 1 reviewers are usually department chairs, unit directors, or associate deans in schools and colleges without departments or divisions. In the case where a Level 1 Reviewer is unavailable to complete the review, the provost or designee in consultation with the dean may designate a replacement Level 1 Reviewer.
- c. The faculty member's Level 1 Reviewer shall review the completed dossier, the faculty member's personnel file, and other records related to professional conduct, academic responsibilities, and performance.
- d. The faculty member's Level 1 Reviewer shall add to the dossier the following:
  - i. Additional records related to substantiated student complaints, professional conduct, academic responsibilities, and performance concerns.
  - ii. A letter assessing the level of achievement and certification that the letter includes, if applicable, any concerns regarding professional conduct, academic responsibilities, and performance during the period under review.
- e. The faculty member's Level 1 Reviewer shall forward the dossier, including all records and the Level 1 Reviewer's letter, to the appropriate dean.
- f. The dean shall review all materials provided by the faculty member's Level 1 Reviewer. In the case where the dean is unavailable to complete the review, the provost will designate a replacement for the Dean's Review.
- g. The dean of the college (or designated replacement) shall add to the dossier a brief letter assessing the level of achievement during the period under review. The letter shall include any concerns regarding professional conduct, academic responsibilities, and performance. The letter shall also include the dean's recommended performance rating using the following scale:



- i. **Exceeds expectations:** a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member’s discipline and unit.
  - ii. **Meets expectations:** expected level of accomplishment compared to faculty across the faculty member’s discipline and unit.
  - iii. **Does not meet expectations:** performance falls below the normal range of annual variation in performance compared to faculty across the faculty member’s discipline and unit but is capable of improvement.
  - iv. **Unsatisfactory:** failure to meet expectations that reflect disregard or failure to follow previous advice or other efforts to provide correction or assistance, or performance involves incompetence or misconduct as defined in applicable university regulations and policies.
- h. The dean of the college shall forward the dossier to the provost for review.
- i. With guidance and oversight from the university president, the provost will review and rate the faculty member’s professional conduct, academic responsibilities, and performance during the review period. The provost may accept, reject, or modify the dean’s recommended rating. The provost may request assistance from an advisory committee in formulating an assessment of the faculty member’s performance.

Each faculty member reviewed will receive one of the following performance ratings, as defined above:

- i. Exceeds Expectations,
  - ii. Meets Expectations,
  - iii. Does Not Meet Expectations,
  - iv. Unsatisfactory
- j. The provost shall notify the faculty member, the Level 1 Reviewer, and the appropriate college dean of the outcome.

6. Review Outcomes

- a. University regulations and policies regarding outcomes of the comprehensive post-tenure review process shall include recognition and compensation considerations and consequences for underperformance.
- b. For each faculty member who receives a final performance rating of “exceeds expectations” or “meets expectations,” the appropriate college dean, in

consultation with the faculty member's department chair, shall recommend to the provost if appropriate recognition and/or compensation is warranted. The provost shall make the **final** determination regarding recognition and/or compensation.

- c. For each faculty member who receives a final performance rating of "does not meet expectations," the appropriate college dean, in consultation with the faculty member's Level 1 Reviewer, shall propose a performance improvement plan to the provost:
  - i. The plan must include a deadline for the faculty member to achieve the requirements of the performance improvement plan. The deadline may not extend more than 12 months past the date the faculty member receives the improvement plan.
  - ii. The provost shall make final decisions regarding the requirements of each performance improvement plan.
  - iii. Each faculty member who fails to meet the requirements of a performance improvement plan by the established deadline shall receive a notice of termination from the provost.
- d. Each faculty member who receives a final performance rating of "unsatisfactory" shall receive a notice of termination from the provost.
- e. Final decisions regarding post-tenure review may be appealed to the provost advisory committee. Final decisions of "Do Not Meet" are automatically appealed.
- f. Faculty members may appeal the decision of the advisory committee under university regulations or collective bargaining agreements, as applicable to the employee. consistent with the following:

Notwithstanding section 447.401, Florida Statutes, or any other law related to faculty grievance procedures, personnel actions, or decisions regarding faculty, including in the areas of evaluations, promotions, tenure, discipline, or termination, may not be appealed beyond the level of a university president or designee. Such actions or decisions must have as their terminal step a final agency disposition, which must be issued in writing to the faculty member and are not subject to arbitration.

The filing of a grievance does not toll the action or decision of the university, including the termination of pay and benefits of a suspended or terminated faculty member.

## 7. Monitoring and Reporting



The chief academic officer shall report annually to the university president and board of trustees on the outcomes of the comprehensive post-tenure review process consistent with section 1012.91, Florida Statutes.

- a. Beginning January 1, 2024, and continuing every three years thereafter, each university must conduct an audit of the comprehensive post-tenure review process for the prior fiscal year and submit a final report to the university’s board of trustees by July 1. The audit shall be performed by the university’s chief audit executive or by an independent, third-party auditor (“auditor”), as determined by the chair of the university’s board of trustees. The auditor must provide the university board of trustees with a report that includes the following.
  - i. The number of tenured faculty in each of the four performance rating categories as defined above.
  - ii. The university’s response in cases of each category.
  - iii. Findings of non-compliance with applicable state laws, Board of Governors’ regulations, and university regulations and policies.
  
- c. Each university board of trustees shall consider the audit report at the next regularly scheduled board of trustees meeting after the report’s publication date.
  - i. The provost or the auditor must present the audit report to the board of trustees. The board of trustees shall not adopt the report as a consent agenda item.
  - ii. If the audit report shows that a university is in compliance with applicable state laws, Board of Governors’ regulations, or university regulations and policies, a copy of the adopted audit report shall be provided to the Board of Governors consistent with Regulation 1.001(6)(g).
  - iii. If the auditor finds that a university is out of compliance with applicable state laws, Board of Governors’ regulations, or university regulations and policies, the auditor must present the report to the Board of Governors at its next regularly scheduled meeting.

8. Other Information

Following the effective date of BOG Regulation 10.003 and subsequent amendments, universities shall not enter into any collective bargaining agreement that conflicts with the regulation.

Authority: Section 7(d), Art. IX, Fla. Const., Sections 1001.706(6)(b), 1001.741(2),  
Florida Statutes; New 03-29-23.; Amended XX-XX-23.

## Attachment A

### Sample Faculty Email

Dear FAMU Faculty member,

The Office of the Provost is writing to inform you that you have been selected for a Post-Tenure Review for the 2024-25 academic year. The review period includes the following five academic years: 2019-20, 2020-21, 2021-22, 2022-23, and 2023-24.

As many of you know, all of Florida's public universities are required to implement Post-Tenure Review (PTR). FAMU's policy has been designed to align with Florida Board of Governor's Regulation 10.003 on Post Tenure Review.

Per FAMU Regulation 10.204(9) which is based on the above regulation, all faculty members who were tenured, hired with tenure upon appointment, or promoted in 2020 will participate in this year's post tenure review. Additionally, 20% of all eligible faculty tenured prior to 2019 have been randomly selected.

Faculty members who serve or have served in certain administrative positions may be exempted from a post-tenure review. Examples include deans, department chairs, and division directors. Faculty on an approved university leave are also exempt. Exemptions may also be granted for extenuating, unforeseen circumstances preventing an application to be submitted or a faculty member has applied for promotion. Each exemption request will be evaluated on a case-by-case basis. If you think you qualify for an exemption, please complete the form at the link below on or before **September 23rd, 2024**.

Provost Exemption Request Form:

[https://famucol1.qualtrics.com/jfe/form/SV\\_5616wjW8owEClYq](https://famucol1.qualtrics.com/jfe/form/SV_5616wjW8owEClYq)

You will receive an email notification if your request has been granted.

While FAMU's Post Tenure Review procedure closely follows the Florida Board of Governors regulation described above. You will be asked to provide the following for your review:

- a. An updated and comprehensive Curriculum Vitae (CV) highlighting teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments.
- b. A narrative (minimum 12 pt font) of no more than 5 pages highlighting the contributions you have made during the five-year review period in each performance area appropriate to your assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments. You may describe any professional development opportunities you

participated in and include an explanation of any variation in your normal annual performance during the review period.

1. Include a statement in your narrative describing what was your primary job responsibility over the review period. Examples include instructional (e.g., teaching courses), research, clinical, extension, creative works, scholarship, service or administrative assignments. Please contact the Office of Provost, if you have any questions.
  2. Include a self-evaluation on your student teaching evaluations.
- c. Supporting documents during the 5-year review period including Assignment of Responsibilities (AORs) or equivalent, annual faculty evaluations, and student teaching evaluations.
  - d. Up-to 5 pages of optional material relevant to your review may be added. Please note that only the first **five** pages of any optional material will be evaluated in the review.

You will find information on the FAMU post-tenure review process at this URL:

<https://www.famu.edu/administration/academic-affairs/post-tenure-review.php>

We will use the web-based Interfolio RPT system to facilitate the review. Our office will provide faculty development workshops to assist you through the application process.

Do not hesitate to contact us by phone at 850-599-3276 or via email at [academic.affairs@famu.edu](mailto:academic.affairs@famu.edu) if you have any questions.

Sincerely,

Office of the Provost