



UNIVERSITY *of* WEST FLORIDA

# Post-Tenure Review Guidelines

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**2023-2024**



**UWF**

Division of  
Academic Affairs

**POST-TENURE REVIEW POLICY AND PROCEDURES  
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# POST-TENURE REVIEW POLICY

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## 1. Post-Tenure Review Process

The Post-Tenure Review (PTR) Process was developed pursuant to Board of Governors Regulation 10.003 approved in March 2023. It supersedes the former UWF Sustained Performance Evaluation Process for tenured, in-unit faculty effective with the 2023-2024 academic year.

The purpose of the Post-Tenure Review is to ensure high standards of quality and productivity among the tenured faculty in the State University System. Post-tenure review is intended to recognize and honor exceptional achievement, affirm continued academic professional development, enable a faculty member who has fallen below performance norms to pursue a performance improvement plan and return to expected levels of productivity, and identify faculty members whose pattern of performance is unacceptable and inconsistent with professional standards. *BOG Reg. 10.003 (1)*

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. A faculty member may not elect a deferral apart from extenuating or unforeseen circumstances without approval of the Provost prior to the submission date. *BOG Reg. 10.003 (2.c)*

Criteria for rating faculty performance in work assigned shall be clarified by each college and department in terms tailored to the college and department disciplines through departmental bylaws and consistent with University standards. The criteria for rating faculty performance shall be initiated by unit faculty with final approval of the Provost. *UWF Reg 2.001 (3.b) [regulation is pending approval]*

## 2. Performance Rating Scale

There are four Post-Tenure Review Performance Ratings.

- **Exceeds Expectations.** The attainment of 'Exceeds Expectations' indicates a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member's discipline and unit.
- **Meets Expectations.** The attainment of 'Meets Expectations' shall satisfy the University and departmental standards and expectations in place at the time of the evaluation for excellence in quantity, quality or both. It indicates an expected

level of accomplishment compared to faculty across the faculty member's discipline and unit.

- **Does Not Meet Expectations.** An evaluation that 'Does Not Meet Expectations' reflects performance that 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. The Dean, in consultation with the faculty member, and the faculty member's chair, shall propose a performance improvement plan.
- **Unsatisfactory.** An 'Unsatisfactory' performance rating indicates 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. Faculty members who fail to meet the requirements of a performance improvement plan will receive a final performance rating of 'Unsatisfactory' and shall receive a notice of termination, pursuant to applicable University processes.

### 3. Post-Tenure Review Salary Increase

The chart below summarizes recommended base salary increases associated with ratings decisions.

<b>Rank</b>	<b>Performance Rating</b>	<b>Recommended Increase</b>
Professor	Exceeds Expectations	\$6,000
Professor	Meets Expectations	\$3,000
Professor	Does Not Meet Expectations	no increase
Professor	Unsatisfactory	no increase
Associate Professor	Exceeds Expectations	\$4,000
Associate Professor	Meets Expectations	\$2,000
Associate Professor	Does Not Meet Expectations	no increase
Associate Professor	Unsatisfactory	no increase
Assistant Professor	Exceeds Expectations	\$2,000
Assistant Professor	Meets Expectations	\$1,000
Assistant Professor	Does Not Meet Expectations	no increase
Assistant Professor	Unsatisfactory	no increase

If a faculty member goes up for promotion and PTR simultaneously in the same academic year, and both the promotion and the PTR are successful, the amount of the PTR salary increase will be at the rate of the new rank.

#### 4. Steps of the Post-Tenure Review Process

The faculty member's dossier for the Post-Tenure Review shall be submitted to the faculty member's Department Chair for review.

- The **Chair** shall provide a written assessment of the level of achievement and will include in the assessment letter, if applicable, any concerns regarding professional conduct, academic responsibilities, and performance during the period under review. Chairs should complete the Cover Sheet (*See Appendix A – PTR Chair Cover Sheet*) to be included with the written assessment.
- The **Dean** will make a separate review and recommendation to the Provost including a recommended performance rating.
- The recommendations of the Chair and Dean will be submitted to the **Provost** who will conduct a separate review and make a final decision, with the option to consult with an advisory committee as part of this level of review. With guidance and oversight from the University President, the Provost will assign a final performance rating. *BOG Reg. 10.003 (4)*

#### 5. Post-Tenure Review Packet

Faculty should arrange the required documentation in the order listed below (Order of Dossier Materials). The Post-Tenure Review Faculty Form can be found in Appendix B. Faculty will no longer submit printed materials ("binders and buckets") but will upload their files into a new digital system. (*See Appendix C – UWF Interfolio*)

#### 6. Order of Dossier Materials

The materials to be submitted by the faculty member being evaluated will reflect the five years corresponding to the candidate's PTR. Evidence of sustained performance must be substantive and detailed with documentation. The list below details what materials the faculty member will be required to submit as part of their PTR packet.

- a. A copy of the approved, current, **departmental bylaws**.
- b. **Post-Tenure Review Faculty Form** (typically 3-4 pages total). *See Appendix B*
- c. **Curriculum Vitae (CV)**. The CV should clearly define publication headings; e.g., books and other monographs, journal articles, conference proceedings, and technical reports. Items forthcoming should be listed separately from published items. In addition, the CV should also have separate listings for work that is peer reviewed and work that is not.
- d. **Annual work assignments and annual evaluations** of the faculty member's performance for the previous five (5) year period. Annual evaluation documentation should include both the Chair and Dean evaluation plus any rebuttal letters that were submitted.

## **7. Performance Improvement Plan**

Faculty receiving a “Does Not Meet Expectations” rating on a Post-Tenure Review will enter into a Performance Improvement Plan. The Performance Improvement Plan will be developed by the Chair in concert with the Dean. The faculty member will be provided with an opportunity to provide input into the Performance Improvement Plan. The Performance Improvement Plan shall outline each of the areas needing attention and improvement. The Performance Improvement Plan shall provide specific performance targets and a time period for achieving the targets not to extend more than 12 months past the date the faculty member receives the improvement plan. The Performance Improvement Plan must be approved by the Provost.

The Chair will meet regularly with the faculty member to review progress toward meeting the performance targets. However, it is the responsibility of the faculty member to attain the performance targets specified in the Performance Improvement Plan within the specified time frame and demonstrate competency in his or her position.

8. **Post-Tenure Review Calendar** (*Actions must be completed by dates shown*)

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**2023**

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- SEP 5** (Tue) Faculty wishing to postpone their PTR, due to extenuating, unforeseen circumstances, must submit a request to the Provost by this date. A copy of this request should be sent to the faculty member's Chair and Dean.
- OCT 2** (Mon) Faculty member submits completed dossier, which includes all required materials, to the Chair.
- OCT 30** (Mon) Chair reviews dossier and provides recommendation. A copy of the recommendation is sent to the faculty member.
- NOV 6** (Mon) If the faculty member wishes to rebut the Chair's recommendation, he or she must submit rebuttal to the Chair by this date.
- NOV 7** (Tue) Chair forwards dossier to the Dean.
- DEC 4** (Mon) Dean reviews dossier and provides a recommendation. A copy of the recommendation is sent to the faculty member. A copy is also sent to the Chair.
- DEC 11** (Mon) If the faculty member wishes to rebut the Dean's recommendation, he or she must submit rebuttal to the Dean by this date.
- DEC 12** (Tue) Dean forwards dossier to the Provost.

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**2024**

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- FEB 29** (Thu) By this date the Provost will inform the faculty member of the PTR decision. A copy of the decision is also provided to the Chair and Dean.

**APPENDIX A**

**POST-TENURE REVIEW CHAIR COVER SHEET**

As you conduct your review of faculty PTR as the department chair, please complete the checklist of information below and submit this cover sheet along with your chair review letter.

**Name – Faculty Undergoing PTR** \_\_\_\_\_

**Name – Chair/Director** \_\_\_\_\_

**Five Years Covered in this PTR** \_\_\_\_\_

**Items Reviewed:** Place an “X” in the box for each item you have considered and reviewed.

- Faculty member’s university-designated dossier of expectations and accomplishments.
- The last five years of work assignments and annual performance reviews by the chair.
- Faculty member’s disciplinary record in their personnel file covering the past five years.

**Written Assessment Confirmation**

- Mark an “X” to the left if you are providing a written assessment certifying the level of achievement and including, if applicable, any concerns regarding professional conduct, academic responsibilities, and performance during the period under review.

*Note: The chair is not responsible for assigning a performance rating, so please do not indicate one in your letter.*



## APPENDIX B

### POST-TENURE REVIEW FACULTY FORM

Name \_\_\_\_\_

Department/School \_\_\_\_\_

Please address items below for the immediate five academic years (fall-spring) prior to submission. The numbered questions below are intended to provide a framework for a faculty member's response and are not a substitution for post-tenure review criteria, which are contained in BOG Reg. 10.003. While the goal of the faculty form is to provide a concise vehicle to convey the specifics of faculty performance, the form does not impose specific limitations on word count for a faculty member's response. *Answers are expected to range from 2 to 5 sentences each and result in the form being 3 to 4 pages total.*

#### A. Teaching

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1. Describe any pedagogical and quality enhancement activities for improved learning (e.g., active learning and student engagement techniques). Include any outcomes and dates implemented.
2. List any professional development activities you have attended that were meant to enhance teaching, and if you implemented components into your teaching describe these, including outcomes.
3. Describe ways that you cultivate respect for students and their rights or describe one element of your teaching philosophy.
4. How do your syllabi and course goals reflect the quality of your teaching?
5. Describe evidence of effectiveness in mentoring and student supervision, which may or may not include special teaching assignments (e.g., honors, capstone, General Studies), and / or supervision of theses, dissertations, or field experiences.

6. Are there teaching awards you have received and/or other accomplishments related to teaching that you would like to note? If yes, please list them here, including dates.
7. Describe achievement or any other relevant teaching performance indicators specified by the department bylaws that you would like to highlight.
8. Have you had a peer evaluation of your teaching? (yes / no) If yes, describe one insight that you gained and what you did as a result of it.

#### **B. Research/Scholarship and Creative Activities**

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1. What is the “currency of your discipline” in terms of the one or two primary type(s) of scholarship / creative activities in your discipline? (Note: this should be reflected in bylaws.)
2. Describe any qualifiers of quality or impact to consider in review of your curriculum vitae items in the area of Scholarship and Creative Activities.

#### **C. Service**

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1. Describe evidence of outcomes or impacts related to service listed on your curriculum vitae.

#### **D. Comments (Optional)**

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1. Provide any overall or final comments to contextualize or summarize performance over this five academic year period of review. *Optional*

## APPENDIX C

### UWF INTERFOLIO

Beginning in the fall of 2023, the Division of Academic Affairs will be utilizing Interfolio's Review, Promotion & Tenure (RPT) service to manage submission and review of packets for Tenure, Promotion, Post-Tenure Review, and Sustained Performance Evaluation.

When the new service is live, faculty will no longer submit printed materials ("binders and buckets") but will upload their files into this new digital system. Interfolio will be used for the following application and review processes.

- Tenure and Promotion
- Promotion to Professor
- Promotion for Library Faculty
- Promotion for Professional/Clinical Practice Positions
- Post-Tenure Review
- Sustained Performance Evaluation

Please visit the [UWF Interfolio](#) webpage for more details, including how to access this new system.