

Department of Special Education Post-tenure Review Criteria and Procedures

Approved by Special Education Faculty, April, 2014

General Principles: In accordance with Board of Regents requirements, Article 7, section 4 of the Faculty Senate Rules and Regulations, and the University Policy on Post-tenure Review, the Department of Special Education, hereafter referred to as SPED, has adopted these expectations and procedures for conducting post-tenure review. Post-tenure review is a process for periodic peer evaluation of faculty performance that provides an opportunity for a long-term assessment of a faculty member's accomplishments and future directions in the areas of teaching, scholarship, and service.

Post-tenure review must be conducted in a manner that respects the rights of faculty members involved, including academic freedom, tenure, and due process. In addition, all those involved in the evaluation process must recognize that it is a confidential personnel matter and take appropriate steps to protect confidentiality.

Period for Review: Post-tenure review is conducted on a seven-year cycle and covers the seven-year period leading up to the review, including the six prior annual evaluation letters and activities since the last annual evaluation. The cycle is restarted if a faculty member is evaluated for promotion or is awarded a distinguished professorship. Some years may be excluded from the period in accordance with the University policy and the review may be postponed if the faculty member is on leave during the year of review. The dean of the School of Education will notify faculty members scheduled for post-tenure review no later than March 15 in the spring semester preceding the academic year of review.

Expectations: All tenured faculty members must meet academic responsibilities in the areas of teaching, scholarship, and service. Unless otherwise specified by the job description or differential allocation of effort, the ordinary allocation of effort is 40% teaching, 40% scholarship, and 20% service.

SPED has defined its standards and expectations for teaching, scholarship, and service in its annual evaluation procedures. The expectations for post-tenure review are consistent with these standards, with overall productivity commensurate to the seven-year period under review. The following specific criteria shall apply for purposes of post-tenure review.

Criteria for Meeting Expectations in Teaching:

The criteria and standards used to assess annual evaluation of teaching will be used for purposes of post-tenure review.

Criteria for Meeting Expectations in Research and Creative Activity:

The criteria and standards used to assess annual evaluation of research will be used for purposes of post-tenure review.

Criteria for Meeting Expectations in Service:

The criteria and standards used to assess annual evaluation of service will be used for purposes of post-tenure review

Review Committee: The post-tenure review is conducted by the SPED Personnel Committee, which shall be selected as provided in the SPED Code.

No person may serve on the committee if his or her spouse or partner is scheduled for review. A committee member who believes that there may be a conflict of interest should withdraw from the committee. If a faculty member who is undergoing review believes that there is a conflict of interest, he or she may object to the inclusion of a member. If the member declines to withdraw, the remaining committee members shall consider the basis for the alleged conflict and decide the matter. If a committee member withdraws or is removed based on a conflict of interest, the Chair will name a replacement.

Preparation of the File: Review will be conducted on the basis of a file that summarizes a faculty member's teaching, scholarship, and service. In contrast to evaluation for promotion and tenure, copies of publications and original student evaluations are not required. Also, outside reviews of scholarship should not be submitted.

The faculty member under review should provide a brief narrative statement of his or her accomplishments in teaching, scholarship, and service during the review period as they relate to his or her long-term career path and goals. In addition, the faculty member should submit a current curriculum vitae and a list of additional activities not covered on the curriculum vitae. The chair will furnish copies of the faculty member's annual evaluation letters for the years during the review period.

Evaluation and Report: The committee will review the file and evaluate the faculty member's overall performance and his or her contributions in the areas of teaching, scholarship, and service. Applying the expectations defined above, the committee will determine whether the faculty member's performance in each area, as well as his or her overall performance, meets expectations, exceeds expectations, or fails to meet expectations. In making its evaluations, the committee must bear in mind that (1) faculty members have differing responsibilities and make different kinds of contributions to the mission of the department, the School of Education, and the University; (2) a faculty member's activities vary over time according to his or her strengths, interests, and career path; and (3) innovative work may take time to reach fruition and may sometimes fail.

In order to receive an overall rating of "meets expectations," it is expected that an individual faculty member have an average rating of "good" in each area evaluated over the seven year period.

The committee will prepare a written report summarizing its evaluation. The report should provide a narrative description of the faculty member's activities, an explanation of the committee's ratings, and recommendations or suggestions for acknowledgement of contributions and future development of the faculty member. The committee will provide a copy of the report to the faculty member, who may submit a written response for inclusion in the post-tenure review file before it is forwarded to the chair.

Consideration by the Chair/Director and Dean: The committee's report (along with any faculty response) will be provided to the chair. If the chair agrees with the report, he or she will indicate that agreement in writing to the faculty member and place a copy in the file. If the chair disagrees with the committee's evaluation, he or she shall explain the reasons for any disagreement in writing, with a copy to the faculty member and the committee. The chair may ask the committee to provide additional information or reconsider the review. The chair will forward the file to the dean, who will consider the report and express his or her agreement or disagreement in the same manner as the chair/director. If the dean disagrees with a positive evaluation by the committee, the faculty member may submit a written response.

The dean will forward a summary of post-tenure review outcomes and copies of the post-tenure review files to the Provost to be placed in the faculty members' personnel files.

Relation to Annual Evaluations: The post-tenure review will provide the basis for the committee to conduct the annual evaluation in the year it is conducted. The committee will recommend outcomes in accordance with the post-tenure review policy. This discussion should concentrate on the future professional development of the faculty member with an aim toward enhancing meritorious work and improving less satisfactory performance, including adoption of a performance improvement plan, if necessary. Any action on the review that is within the scope of the Faculty Evaluation Policy must be taken under that policy.

Appeals: If a disagreement between the committee and the chair or dean cannot be resolved or if the faculty member wishes to appeal an evaluation of "fails to meet expectations," the matter will be handled as an appeal under the SPED' Faculty Evaluation Policy.