

GUIDELINES FOR POST-TENURE REVIEW

DEPARTMENT OF MATHEMATICAL SCIENCES

Purpose:

Post-Tenure Review (PTR) seeks to evaluate professional contributions over a period of six or more years. The review should be used to ensure that all faculty serve the needs of both the students and the institution and that excellent faculty are identified and rewarded. The post-tenure review must be linked to the annual reviews. Although the focus of PTR is on the performance since the last tenure or post-tenure review, the overall contribution of the individual faculty member to Clemson University should not be neglected.

Scope:

All faculty members holding a tenured faculty position shall be subject to post-tenure review every six years. This review shall be based primarily upon the individual's assigned responsibilities during the preceding five years as summarized in the Faculty Activity System.

Schedule and Maintenance of Scheduling List of Tenured Faculty:

The department chair shall maintain the schedule telling when each tenured faculty member is to be reviewed next. If a faculty member is on any form of leave during some part of the year in which PTR is scheduled, the review shall be delayed until the first full academic year after return. Year(s) (whole or partial) in which a faculty member is on sabbatical leave, unpaid leave, or extended sick leave shall not be counted in the review period. Promotion or tenure will be considered equivalent to a "Satisfactory" PTR.

Post Tenure Review Committee (The PTR Committee):

The PTR committee shall consist of all tenured faculty in the department who are not on leave (sabbatical, sick, without pay, etc.) and who are not undergoing PTR in the current year. This committee makes the final determination, by secret ballot, of the review of each faculty in a given year. The vote will be guided by the recommendations coming from a smaller departmental subcommittee.

Selection of Departmental Subcommittee:

Each year the department shall select a subcommittee consisting of tenured full professors not subject to review in the current year from the Department of Mathematical Sciences. The size of the subcommittee shall be equal to the number of faculty currently being reviewed. In addition, one member from outside the department will be selected. This subcommittee will serve to gather information and make a final recommendation to the full PTR committee.

Requirements for a Valid Vote:

At least 50% of the PTR committee must vote before a valid vote has been made.

Selection of Departmental Members:

Each departmental member of the committee shall have primary responsibility for gathering and summarizing all relevant information about one faculty member being reviewed and shall be, if possible, in the same subfaculty as the faculty member for which he/she is responsible. Otherwise, a subfaculty member designated by the individual being reviewed as suitable for substitution will be used. The departmental members of the committee shall be nominated by the department chair, in close consultation with the chair of the department's TPR committee and the individual faculty members being reviewed. These subcommittee members shall be elected by secret ballot by the tenured faculty, using approval voting.

Selection of the External Member:

The subcommittee shall elect a chair from its membership. The subcommittee shall publicly solicit names of appropriate individuals willing to serve as the external subcommittee member, inform the tenured faculty of the qualifications of these candidates, and conduct a vote through secret ballot, using approval voting, by the tenured faculty to fill this position. The external subcommittee member must be a tenured faculty member from another department at Clemson University.

Procedures:

The faculty member being reviewed shall provide to the subcommittee and to the department chair:

- (a) a copy of an up-to-date vita;
- (b) a summary of teaching evaluations for the last five years, including student evaluations;
(Note: Since such records have not been expected in the past, the faculty member will furnish as many summaries as are available.)
- (c) a plan for continued professional growth;
- (d) information about the outcomes of any sabbatical leave awarded during the full post-tenure review period;
- (e) other documents relevant to the review.

Likewise, the chair of the department (or immediate supervisor of the person being reviewed) must provide to the subcommittee:

- (a) Copies of the faculty member's annual performance reviews covering the most recent five years;
- (b) a statement of the percentage allocation of assigned duties.

Before beginning deliberations, the subcommittee shall meet with the faculty member being evaluated to discuss the possible outcomes of the evaluation: "Satisfactory", or "Unsatisfactory."

If the subcommittee has reason to suspect a possible "Unsatisfactory" evaluation, the subcommittee will inform the faculty member in writing at least one week prior to the previously mentioned meeting. This letter will identify problem area(s) to be examined and include a brief description of the reason(s) the faculty member's work may be deficient. The faculty member being reviewed may elect to have external letters solicited or may request written evaluation by the external subcommittee member in the review process.

Recommendation:

Satisfactory

If a faculty member has received a rating on the five most recent annual reviews of at least "Good", and if the subcommittee has no additional information that indicates unsatisfactory performance, the outcome shall be a recommendation of "Satisfactory" to the full PTR committee.

Recommendation:

Unsatisfactory

If annual evaluations have been generally satisfactory, in the case of an "Unsatisfactory" recommendation, it will be the responsibility of the subcommittee to provide a rationale that the contribution of the faculty member is unsatisfactory.

External Letters:

If external letters are requested, the faculty member undergoing post tenure review will submit to the subcommittee names of six external reviewers whom the subcommittee may contact for references. The subcommittee may solicit additional letters; however, a minimum of four letters must be obtained and at least half of these letters shall be from the list provided by the faculty member. The subcommittee shall provide copies of these letters to the department chair and prepare a summary of their content for the full PTR committee.

Final Report and Recommendation to the PTR Committee:

The subcommittee, including its external member when appropriate, will summarize all material it has gathered into a final report available to the full PTR committee and make a written recommendation to the full PTR committee. The faculty member being reviewed shall also submit to the full PTR committee a one or two page summary of significant contributions during the past five years.

Vote by PTR Committee:

With ample time allowed for every tenured faculty member to read the final reports before taking a secret vote, a written ballot shall be prepared by the subcommittee chair with the names of those faculty members being reviewed during the current process and the choices given for a vote on each -- "Satisfactory", "Unsatisfactory".

A majority of the ballots cast must be "Unsatisfactory" for the result to be "Unsatisfactory"; otherwise, the result is "Satisfactory".

The chair of the subcommittee and the chair of the TPR committee shall count the ballots and make the result known to the full PTR committee in a timely fashion. The subcommittee shall write a letter to the dean for each faculty member being reviewed, giving the appropriate one-word final outcome of the PTR committee vote, and shall send this letter, along with both their and the individual's summary reports to the dean.

PTR Report by the Department Chair:

The evaluation by the department chair shall be separate from that of the PTR committee and shall be submitted directly to the dean. The PTR committee and department chair will provide copies of their reports to the faculty member, who shall be given two weeks to provide a response to each report. Both the PTR committee's and the chair's reports, along with any response submitted by the faculty member, will be forwarded simultaneously to the dean of the college.

As stated in the Faculty Manual, a final evaluation of "Unsatisfactory" is permissible only if both the PTR committee and the department chair have given an "Unsatisfactory" to the individual.

Remediation:

If the faculty member receives a final rating of "Unsatisfactory", a plan of remediation to correct deficiencies detailed in the PTR reports will be outlined in accordance with the policy described in the Faculty Manual.

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