POST-TENURE AND FIFTH-YEAR REVIEW CHECKLIST AND INSTRUCTIONS

VALDOSTA STATE UNIVERSITY

PURPOSE

The post-tenure review process shall support the further career development of tenured faculty members as well as ensure accountability and continued strong performance from faculty members after they have achieved tenure (BOR Policy Manual 8.3.5.4).

CANDIDATE CHECKLIST[1]

REQUIRED ☐	Supplied the five most recent annual evaluations with each year signed by the faculty member, department head, and dean.
REQUIRED ☐	Supplied a Personnel Action Cover Sheet with biographical information prepopulated.
REQUIRED ☐	Supplied a current curriculum vita.
REQUIRED ☐	Supplied a self-assessment, which should look both backward and forward, including faculty members' reflections on their evaluations (SOIs, peer evaluations, annual evaluations), their engagement in activities contributing to student success, and their future plans in all areas.
OPTIONAL ☐	Supplied any additional supporting materials the faculty member chooses to submit in support of the application.

DEPARTMENT COMMITTEE CHECKLIST

REQUIRED ☐	All required elements were received for the committee's review. Note any missing or incomplete elements in the committee's report.
REQUIRED ☐	The review focused on the faculty member's accomplishments, in the areas of teaching and student learning; research, scholarship, professional growth, and creative production; and service to the university, community, or profession, as well as emphasized the faculty member's engagement in activities contributing to student success in each of these areas. Note any element or category that was excluded from the review in the committee's report and why it was excluded.
REQUIRED ☐	Include the names of committee members in the report/recommendation and provide a copy of the recommendation to the faculty member.
REQUIRED ☐	Sign the Personnel Action Cover Sheet.
REQUIRED ☐	Transmit the candidate's entire packet (all supplied materials, Personnel Action Cover Sheet, recommendation letters, final reports, etc.) to Department/Unit Head.

DEPARTMENT/UNIT HEAD CHECKLIST

REQUIRED ☐	Review candidate packet and recommendation.
REQUIRED ☐	Prepare an independent written evaluation to share with the faculty member.

[1] Faculty Evaluation Model Section VIII: https://www.valdosta.edu/academics/academic-affairs/faculty-evaluation-model.php#posttenure

REQUIRED ☐	Meet with the faculty member to discuss the results of the review. The Department/Unit Head and the faculty member must sign the report indicating the results have been presented and discussed.
AS NEEDED ☐	Append any response from the faculty member received within 10 working days.
AS NEEDED ☐	If the post-tenure review is unsuccessful, prepare a Performance Improvement Plan.
REQUIRED ☐	Sign the Personnel Action Cover Sheet.
REQUIRED ☐	Transmit the candidate's entire packet (all supplied materials, Personnel Action Cover Sheet, recommendation letters, final reports, etc.) to College Dean.

DEAN CHECKLIST

REQUIRED ☐	Review candidate packet and recommendations.
OPTIONAL ☐	Prepare a written evaluation to share with the faculty member.
REQUIRED ☐	Sign the Personnel Action Cover Sheet.
REQUIRED ☐	Transmit the candidate's entire packet (all supplied materials, Personnel Action Cover Sheet, recommendation letters, final reports, etc.) to the Office of Academic Affairs.

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS CHECKLIST

REQUIRED ☐	Review candidate packet and recommendations.
AS NEEDED ☐	Confer with College Dean for clarification on any areas.
AS NEEDED ☐	Confer with University President about unsuccessful reviews.
REQUIRED ☐	Sign the Personnel Action Cover Sheet.
REQUIRED ☐	Transmit the candidate's entire packet (all supplied materials, Personnel Action Cover Sheet, recommendation letters, final reports, etc.) to the Office of Human Resources.