



FACULTY SENATE

Est. 1991

Michele Blankenship
President

Chunlei Liu
**Vice President/
President Elect**

Taralynn Hartsell
Secretary

Melissa Pihos
Parliamentarian

Kelly Davidson
Past President

Agenda April 21, 2022, 3:30 pm Microsoft Teams

Items in **bold print** are items that require action by the Faculty Senate. Other items are for information only.

Special Request: At the request of the Senate's Executive Committee (fsec@valdosta.edu), any actions sent to the president (sblankenship@valdosta.edu) for possible inclusion in the Senate agenda should be accompanied by a written document with the rationale and purpose of the decision. The Executive Committee requests that these documents be submitted via email as a Word.doc attachment(s).

For the benefit of record keeping, we ask that senators and visitors please identify themselves when speaking to an issue during the meeting. Please use the microphones to assist with accurate recording. All senators must sign the roster in order to be counted present. If you have a senator's proxy, please place their name tag beside your name tag on the table in front of you.

Attendance link here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=QNOIJbyKU0C0vdwSEygDU4DGNC7nE4lBIELqpw2zy6BUQUVDSUdBR1JLN0xCOEUxRVMyRTVBThWRS4u>

1. **Call to Order** – Michele Blankenship

- a. Guidance for online meetings (Attachment A)
- b. Reminder for Committee Chairs to submit final committee reports by April 30, 2022
Please follow this link to find the annual report form:
<https://www.valdosta.edu/administration/faculty-senate/reports.php>
Please email the report to Taralynn Hartsell.
- c. Please make sure to vote on the statutes – We must have 50% +1 vote for the votes to count. Then 2/3 of those votes will determine the outcome of the vote. The email will be coming from the President's Office.

2. Reading of proxies obtained prior to the meeting; Request additional proxies for those not given from Senators in attendance – Taralynn Hartsell

Note: Please send an email to Taralynn Hartsell (tshartsell@valdosta.edu) regarding proxies a minimum of one (1) week prior to the scheduled Faculty Senate meeting or as soon as possible if an unexpected absence needs to occur.

3. Approval of the minutes of the March 24, 2022 meeting of the Faculty Senate.

<http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings). – Melissa Pihos

4. Updates from President's Office: Melinda Harbaugh

5. Parking Discussion: Shannon McGee

6. Faculty Evaluation Model (Attachment B)-Vote; Sheri Gravett

7. Old & Unfinished Business

a. Statutory Committee Reports

- i. Academic Committee (fs-stat-ac@valdosta.edu) – Sheri Gravett; Find agendas and minutes here:
<https://www.valdosta.edu/academics/registrar/academic-committee.php>
- ii. Committee on Committees (fs-stat-coco@valdosta.edu) – Nicole Alemanne
- iii. Faculty Affairs (fs-stat-fa@valdosta.edu) – Mitch Lockhart
- iv. Faculty Grievance Committee (fs-stat-fgc@valdosta.edu) – Mary Block
- v. Institutional Planning Committee (fs-stat-ipc@valdosta.edu) – Not staffed

- b. Meeting minutes from the various committees should be sent to fsec@valdosta.edu **AND** to archives@valdosta.edu with “Archives Faculty Senate Papers” in the subject line. Please label minutes documents as shown in the following examples:

- i. Technology_Minutes_04-29-2021
- ii. Academic_Honors_and_Scholarship_Minutes_08-28-2021

Thank you for your assistance in getting and keeping our records up to date. ☺

8. New Business

a. Standing Committee Reports:

- i. Academic Honors & Scholarships (fs-stand-ahs@valdosta.edu) – Ericka Parra
- ii. Academic Scheduling & Procedures (fs-stand-asp@valdosta.edu) – Robert Taylor
- iii. Athletic Committee (fs-stand-ac@valdosta.edu) – Megan Wood
- iv. Diversity and Equity Committee (fs-stand-dec@valdosta.edu) – Duke Guthrie
- v. Educational Policies (fs-stand-ep@valdosta.edu) – Nandan Jha
- vi. Environmental Issues (fs-stand-ei@valdosta.edu) – Gopeekrishnan Sreenilayam
- vii. Faculty Scholarship (fs-stand-fs@valdosta.edu) – Kelly Lowery
- viii. Internationalization and Globalization (fs-stand-igc@valdosta.edu) – Brian Gerber
- ix. Library Affairs (fs-stand-la@valdosta.edu) – A. J. Ramirez
- x. Student Affairs (fs-stand-sa@valdosta.edu) – Lenese Colson

xi. Technology Committee (fs-stand-tc@valdosta.edu) – Lynn Crump

9. General Discussion

a. **Vote for Executive Committee 2022-2023:**

- i. Vice-President/President-Elect: Ben Harper
- ii. Secretary: Mallory Lane
- iii. Parliamentarian: Melissa Pihos

10. Adjournment

Attachment A

Guidance for Online Meetings

During this exceptional time, all Faculty Senate meetings will be held online using Microsoft Teams. The information to connect will be sent over email. This is an open meeting.

To access the meeting easily, use the TEAMS link found in the email containing the agenda or through your calendar link (Outlook).

For the benefit of record keeping, we ask that senators and visitors please identify themselves when speaking to an issue during the meeting. Please note the following:

1. All senators must sign the roster in order to be counted present. We will be using an online roster which can be found by using [using this link](#) (also copied below) on the day of the meeting. If you have a senator's proxy, please include this information using the online form, in addition to emailing Taralynn Hartsell ([tshartsell @valdosta.edu](mailto:tshartsell@valdosta.edu)) at least one week in advance as per Senate By-Laws.

Attendance link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=QNOIJbyKU0C0vdwSEygDU4DGNC7nE4IBIELqpw2zy6BUQUVDSUdBR1JLN0xCOEUxRVMyRTVBTTThWRS4u>

2. Given the new online format, the following points are very important for record-keeping and parliamentary rules:

- a. If you would like to join the online discussion, use the "raise hand" feature. The Executive Committee will work to ensure that everyone is able to participate in a timely and organized manner. **Please do not use the chat function to pose questions unless otherwise directed due to technical difficulties by the meeting coordinator or IT.** Doing so can create confusion and timing for responses.
- b. If you are not actively speaking, please mute your microphone in order to avoid feedback and/or background noise interruptions.
- c. When a vote is called use the "raise hand" feature to vote. If you have a proxy, you will need to type the name and vote using the chat feature. Please keep in mind that the online function takes time. We will call for votes in one category and count "raised hands," then ask for proxies through the chat feature. After the votes have been officially counted, you will need to "lower your hand" so that we can call for votes in subsequent categories. Please only use the chat feature for proxy voting. We thank you for your patience as we accurately count all votes.

It is encouraged that all senators and possible attendees contact VSU IT to address any connection concerns before the meeting.

CURRENT VERSION AVAILABLE AT

<https://www.valdosta.edu/academics/academic-affairs/faculty-evaluation-model.php>

Faculty Evaluation Model at VSU

[I. Introduction](#)

[II. Student Opinion of Instruction \(SOI\)](#)

[III. Annual Faculty Activity Report and Action Plan \(AFARAP\)](#)

[IV. Annual Faculty Evaluation \(AFE\)](#)

[V. Merit Pay](#)

[VI. Promotion and Tenure Review](#)

[VII. Pre-Tenure / Third-year Review](#)

[VIII. Post-Tenure / Fifth-year Review](#)

[IX. Faculty Development Plan](#)

[X. Approval](#)

REVISED SECTIONS

IV. ANNUAL FACULTY EVALUATION (AFE)

Conducted by department/unit heads, the Annual Faculty Evaluation provides faculty members with a qualitative and quantitative evaluation of their past year's performance in teaching and student learning; research, scholarship, professional growth, and creative production; and university, community, or professional service, as well as how engagement in these activities may support student success.

The following principles inform this document:

- It uses written departmental or college standards, aligned with the University Annual Faculty Evaluation Form, as the basis for evaluation. According to the USG Academic Affairs Handbook, for "Effectiveness in Academic Assigned Duties", these standards should include measures such as an assessment of student perception (SOIs), evidence of effective student learning, the use of continuous improvement methodologies, peer assessment of pedagogy, an evaluation of curricular design, quality of assessment and course construction, and the use of established learning science methodologies." Each department/unit will review and maintain its statement of expectations for each performance level applicable to all faculty members (tenured and non-tenured) every five years. Departmental/unit statements will address expectations for the areas of teaching and student learning; research, scholarship, professional growth, and creative production; and service to the university, community, or profession. These must be as specific as possible, without precluding the diverse contributions that individual faculty members might make to the university community.

- Engagement in activities contributing to student success should be stressed in all areas of evaluation, and it is incumbent on faculty members to explain how activities in these areas contribute to student success as defined by their departments and colleges while recognizing that individual differences in teaching, scholarship, and service are valued. According to the USG Academic Affairs Handbook, "evaluation of the Student Success component will involve an assessment the faculty member's activities inside and outside of the classroom that deepen student learning and engagement for all learners. These aspects may include effective advising and mentoring; undergraduate and graduate research; other forms of experiential learning; engagement in other high impact practices; the development of student success tools and curricular materials; strategies to improve student career success; and involvement in faculty development activities. For scholarship, evaluation of engagement in student success activities will take place within the context and mission of the faculty member's department. For service, several forms of active engagement could be considered including committee work; faculty senate activities; major system/institution initiatives; discipline-related service in local, regional, national, and international organizations; and community involvement."
- it employs a five-point scale: "Exemplary," "Exceeds Expectations," "Meets Expectations," "Needs Improvement," or "Does Not Meet Expectations";
- it includes written comments that explain and/or document the basis for the rating given in each category;
- it offers a personalized Performance Remediation Plan (PRP) if activity in any area or overall is rated as "needs improvement" or "does not meet expectations" specifically tailored to assist faculty in improving the outcome at their next annual evaluation (described in Section IX).
- It offers the possibility of a corrective post-tenure review (for tenured faculty) or corrective review (for long-term non-tenured faculty) after two successive annual evaluations with individual area or overall ratings of "Needs Improvement" or "Does Not Meet Expectations."
- it documents faculty members' progress in meeting Performance Remediation Plans (PRPs) or Performance Improvement Plans (PIPs).

PROCESS

During the Annual Faculty Evaluation process, department/unit heads meet with faculty members (a) to review the past year's activities, (b) to assure that faculty members' goals and plans for the upcoming year are aligned with departmental, college, and university goals, and (c) to determine that they are prioritized in a way that may lead to tenure and promotion where appropriate.

Both the faculty member and the department/unit head sign the Annual Faculty Evaluation to certify that they have met and discussed this document. Faculty

members have the right to append a response within 10 working days to this evaluation before it leaves the department. Within 10 working days of receiving the faculty member's response, the department/unit head will acknowledge the receipt of this response in writing, noting changes, if any, in the annual written evaluation made as a result of either the conference or the faculty member's written response. This acknowledgement will also become a part of the record. Annual evaluations are not subject to discretionary review. Copies of the Annual Evaluation document will be forwarded to the appropriate dean and then to the Provost and Vice President for Academic Affairs. A copy of this evaluation form as well as the schedule for the departmental and college review of this document appears online through the Office of Academic Affairs.



VIII. POST-TENURE AND FIFTH-YEAR REVIEW

Overview

All full-time faculty members have regular annual evaluations. Tenured faculty members have post-tenure review every five years after earning tenure (unless interrupted by a further review for promotion to a higher academic rank or an academic leadership promotion), and non-tenured faculty members have fifth-year reviews every five years after their initial six years (unless another personnel action, such as promotion, intervenes). Both review processes encourage faculty to continue to be motivated and professionally active by assessing faculty goals and achievements and monitoring continuous intellectual and professional growth over a longer term. The post-tenure and fifth year reviews offer faculty an opportunity for career reflection on evolving professional interests, responsibilities, and roles in the university, while facilitating alignment of faculty contributions with the VSU mission.

Post-Tenure Review

According to BOR Policy Manual 8.3.5.4, updated October 13, 2021: "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 achieved tenure." With the exception of tenured administrators the majority of whose duties are administrative (and have a separate administrative review process), all tenured faculty will be reviewed. Each faculty member must be assessed five years after the most recent promotion or personnel action, and reviews will continue at five-year intervals unless interrupted by a further review for promotion, an approved leave of absence or a corrective post-tenure review (after two successive annual evaluations with overall or individual section ratings of "Needs Improvement" or "Does Not Meet Expectations"). Tenured faculty who leave administrative positions will have a post-tenure review five years after returning to a full-time teaching appointment. The Annual Faculty Evaluation (AFE) cover sheet, completed by the department/unit head,

will inform the faculty member of the next scheduled personnel action, e.g. post-tenure review, and the anticipated date of this action.

A tenured faculty member may voluntarily elect to go up for a post-tenure review before the five-year time limit in order to take full advantage of the feedback and insight provided by their colleagues at a strategic point in their career. If the faculty member has a successful review, the next scheduled review will be five years from the date of the voluntary review. If the faculty member is unsuccessful, the regular date remains in place.

The review should focus 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 emphasize the faculty member's engagement in activities contributing to student success in each of these areas.

The results of successful post-tenure reviews should be linked to rewards and professional development. Faculty members who are performing at a high level should receive recognition for their achievements. In the case of a non-successful post-tenure review, faculty members will be assigned a performance improvement plan.

Process

Since tenured faculty members continue to participate in the thorough annual evaluation process required of all VSU faculty members, post-tenure review should require less documentation than promotion and tenure review.

In addition to the *Personnel Action Cover Sheet*, the primary documents should include

- (1) the five most recent annual evaluations,
- (2) a current curriculum vita,
- (3) a self-assessment, which should look both backward and forwards, 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.
- (4) any additional supporting materials the faculty member chooses to submit in support of the application.

These materials will be submitted to department/unit heads by the dates identified by the faculty members' college.

Departmental Promotion and Tenure committees, or appointed personnel advisory committees, evaluate post-tenure reviews and submit recommendations to the department/unit head. The department/unit head will meet with the faculty member to discuss the results of the review as well as prepare a letter to share with the faculty member. Both the department/unit head and the faculty member must sign the report indicating the results have been presented and discussed. These letters should be

shared as information items with the dean and provost and placed in the faculty member's file in Human Resources. If the review is successful, the faculty member will be scheduled for post-tenure review after five more years of service. If the review is unsuccessful, the faculty member has the right to append a response within 10 working days. Within 10 working days of receiving the faculty member's response, the department/unit head should also append a response that will be part of the record. The faculty member will then be assigned a Performance Improvement Plan (described in Section IX).

Fifth-Year Review

Faculty members in non-tenure track positions will also undergo review after their sixth year of service and then every five years thereafter, unless interrupted by a further review for promotion, an approved leave of absence, or a corrective review. This review is tailored to their specific duties and is designed to assure that non-tenure track faculty members are successfully meeting departmental standards for performance of these duties. Annual performance ratings in areas of their assigned duties will provide the basis for fifth-year reviews of non-tenure track faculty. These reviews should contain the same documentation as listed in the post-tenure guidelines. Departmental Promotion and Tenure committees, or appointed personnel advisory committees evaluate fifth-year reviews and submit recommendations to the department/unit head. The department/unit head will then prepare a letter to share with the faculty member. Both the department/unit head and the faculty member must sign the report indicating the results have been presented and discussed. These letters should be shared as information items with the dean and provost and placed in the faculty member's file in Human Resources.

If the review is successful, the faculty member will be scheduled for another review after five more years of service. If the review is unsuccessful, the faculty member will be assigned a Performance Improvement Plan (described in Section IX).

Section VIII Revisions

Approved by the Faculty Senate March 25, 2021.

Section VIII Resources

- [Tenure and Promotion Policies and Procedures](#)
- [Resource Guide for Peer Evaluations of Teaching](#)
- [Promotion and Tenure Submission Timeline](#)
- [Tenure and Promotion Cover Sheets](#)

IX. PERFORMANCE REMEDIATION PLANS AND PERFORMANCE IMPROVEMENT PLANS

The goal of every faculty evaluation assessment is to support continuous growth and improvement with the aim of helping faculty members achieve success. In the event that faculty members struggle with some aspects of the evaluation process, processes are in place to assist faculty members in getting back on track.

The following measure is in place for all full-time faculty (tenured, tenure-track, and non-tenured) as part of their annual evaluations:

Performance Remediation Plan (PRP): Faculty members who receive a rating of "Needs Improvement" or "Does Not Meet Expectations" overall or in any part of the annual evaluation, will work with their department/unit heads to develop a personalized Performance Remediation Plan (PRP). The purpose of this plan is to scaffold faculty growth and development and strengthen the opportunities for the faculty member's success at the next annual evaluation.

The PRP should include the following:

- (1) clearly defined goals or outcomes,
- (2) an outline of activities to be undertaken
- (3) a timetable,
- (4) available resources and supports,
- (5) expectations for improvement,
- (6) a monitoring strategy

The plan must be approved by the dean and submitted to Human Resources where permanent faculty files are housed. The department head and faculty member should meet twice in the spring as the plan starts and twice during the following fall, according to the specified timeline, to review progress, document additional needs/resources, and note planned accomplishments. After each meeting, the department/unit head should summarize the meeting and indicate if the faculty member is on track to complete the PRP. Consequences for the failure to meet the expectations of the PRP must be stated at the conclusion of each meeting. Results will be assessed at the next year's annual evaluation. If the rating continues the same, overall or in any part of the annual evaluation, faculty members, depending on their tenure status, will encounter the following:

- **Tenure-track faculty:** If tenure-track faculty members do not meet the expectations of the remediation plan, they may be subject to receiving a written notice of intent not to renew according to the schedule posted in the *BOR Policy Manual 8.3.4.2* (<https://www.usq.edu/policymanual/section8/C245>)
- **Non-tenured faculty with six or fewer years of service:** If faculty in these positions do not meet the expectations of the remediation plan, they may be subject to receiving notification of non-reappointment according to the schedule posted in the *BOR Policy Manual 8.3.4.3*.

(<https://www.usg.edu/policymanual/section8/C245>) or they may be assigned a corrective review if they have served over six years.

- **Tenured faculty members:** If tenured faculty members do not meet the expectations of the remediation plan, they will be assigned a corrective post-tenure review. According to BOR Policy (8.3.5.4): "That review will not alter the timing of the faculty member's regularly scheduled five-year post-tenure review thereafter."
- **Non-tenured faculty with more than six years of service:** If non-tenured faculty members do not meet the expectations of the remediation plan, they will be assigned a corrective review. That review will not alter the timing of the faculty member's regularly scheduled five-year review thereafter.

The next measure is in place for full-time tenured or non-tenured faculty members who have an unsuccessful post-tenure or corrective post-tenure review or fifth-year review or corrective review:

Performance Improvement Plan: "If the results of the post-tenure review (or a fifth-year review for non-tenured faculty) are unfavorable, then a performance improvement plan shall be created by the applicable department chair and dean in consultation with the faculty member" (BOR Policy 8.3.5.4). The departmental promotion and tenure committee or appointed personnel committee should also be consulted in the development of this plan.

If the department/unit head recommends a performance improvement plan, it must include the following

- (1) clearly defined goals or outcomes,
- (2) an outline of activities to be undertaken
- (3) a timetable,
- (4) available resources and supports,
- (5) expectations for improvement,
- (6) a monitoring strategy

The plan must be approved by the dean and submitted to Human Resources where permanent faculty files are housed. Two meetings during the fall and the spring must be held to review progress, document additional needs/resources, and note planned accomplishments. After each meeting, the department/unit head should summarize the meeting and indicate if the faculty member is on track to complete the PIP. Consequences for the failure to meet the expectations of the PIP must be stated at the conclusion of each meeting. Results will be assessed at the next year's annual evaluation.

Faculty members who successfully complete the performance improvement plan as determined by the department/unit head (and with the concurrence of the dean) will resume the regular five-year post-tenure review schedule.

Faculty members who fail to make sufficient progress or who refuse to engage reasonably in the process as determined by the department/unit head will be subject to

appropriate remedial action corresponding to the seriousness and nature of the deficiencies noted. Possible remedial actions may include, but are not limited to, reallocation of effort, salary reduction, tenure revocation, and dismissal. The department/unit head and dean will propose an appropriate remedial action.

The department/unit head will provide the faculty member with a letter documenting the summary of post-tenure/fifth-year review findings; this letter must also include next steps and due process rights. The faculty member can provide a written rebuttal that will be attached to the final document; however, no action is required by the department/unit head.

Appeals

The department/unit head and dean will recommend an appropriate remedial action. Faculty members may appeal this remedial action within 10 business days from receiving the recommendation. Faculty members should address this appeal to the Provost, who will then request that the Faculty Senate appoint an *ad hoc* Post-Tenure/Fifth-Year Review (PTR) Committee, consisting of 7 senior faculty members representing each of the undergraduate colleges and the library. This PTR Committee will be charged with reviewing the materials associated with the post-tenure/fifth-year review. The faculty member may also request an observer from the VSU's chapter of the American Association of University Professors (AAUP), who will not be part of the committee, but can observe on behalf of the faculty member.

Further due process steps will include the following:

1. The PTR Committee will review the recommendation of the department/unit head and dean. This committee may exercise its judgment as to whether an in-person hearing is necessary. While the recommendation of the PTR Committee may be based solely on a review of the record, it can also request an in-person meeting including the dean, department/unit head, and the faculty member. The committee will issue its recommendation to the Provost and the faculty member within 20 business days of the request for review by the faculty member.
2. Within 5 business days of receiving the recommendation(s) from the committee, the Provost shall consider the committee's recommendation and then send an official letter to the faculty member notifying the faculty member of the Provost's recommendation.
3. The faculty member may appeal to the President of the institution within 5 business days of receiving the recommendation from the Provost. The President's final decision shall be made within 10 business days and should notify the faculty member of the decision and the process for discretionary review application as provided for in Board of Regents' Policy.
4. If the remedial action taken is dismissal by the President, the faculty member may complete their faculty assignment for the current semester at the discretion of the institution; however, the semester during which a final decision is issued will be the last semester of employment in their current role.

5. An aggrieved faculty member may seek discretionary review of the institution's final decision pursuant to Board policy on Applications for Discretionary Review (6.26). (<https://www.usg.edu/policymanual/section6/C2714>)

Section IX Revisions

Approved by the Faculty Senate March 25, 2021.

Section IX Resources

- [Board of Regents Policy Manual Section 8.0 Personnel](#)
- [Timelines, Schedules, and Flow Charts \(will ultimately be a link\)](#)

Appendix A: Unsuccessful Annual Evaluation Timeline and Schedule

Annual Review Unsuccessful Annual Evaluation Timeline		
Annual Evaluation Results	Next Steps	Recommended Completion Date
<ul style="list-style-type: none"> Meets Expectations Exceeds Expectations Exemplary 	<ul style="list-style-type: none"> No further actions. 	<ul style="list-style-type: none"> Submits AFARAP as scheduled the following January. Follow Tenure and Promotion timelines per UTPC Policies.
<ul style="list-style-type: none"> Needs Improvement Does Not Meet Expectations 	<ul style="list-style-type: none"> Performance Remediation Plan (PRP) 	<ul style="list-style-type: none"> February: Draft Plan March: Plan approved by Dean and submitted to Human Resources
	<ul style="list-style-type: none"> Four meetings in spring and fall semesters 	<ul style="list-style-type: none"> March: Initial Meeting April: Check In August: Check In November: Check In
	<ul style="list-style-type: none"> Results of PRP are assessed at the Next Annual Evaluation 	<ul style="list-style-type: none"> Faculty member submits AFARAP as scheduled
Next Annual Evaluation Results	Next Steps	Recommended Completion Date
<ul style="list-style-type: none"> Meets Expectations Exceeds Expectations Exemplary 	<ul style="list-style-type: none"> No further remedial actions. 	<ul style="list-style-type: none"> Submits AFARAP as scheduled the following January. Follow Tenure and Promotion timelines per UTPC Policies.
<ul style="list-style-type: none"> Needs Improvement Does Not Meet Expectations 	Tenure-track (but untenured) Faculty <ul style="list-style-type: none"> May be subject to receiving a written notice of intent not to renew. 	<ul style="list-style-type: none"> Schedule posted in the BOR Policy Manual 8.3.4.2
	Non-tenure track (fewer than 6 years in position)	<ul style="list-style-type: none"> Schedule posted in the BOR Policy Manual 8.3.4.3

<ul style="list-style-type: none"> May be subject to receiving notification of non-reappointment. <p>Non-tenure track (more than 6 years in position)</p> <ul style="list-style-type: none"> Assigned a Corrective Review plan 	<ul style="list-style-type: none"> February: Draft Plan March: Plan approved by Dean and submitted to Human Resources Corrective Review Dossier due on the regular Tenure and Promotion timelines per UTPC Policies. Refer to Post-Tenure Review Timeline
<p>Tenured Faculty</p> <ul style="list-style-type: none"> Assigned a Corrective Post-Tenure Review 	<ul style="list-style-type: none"> Corrective Post-Tenure Dossier due on the regular Tenure and Promotion timelines per UTPC Policies. Refer to Post-Tenure Review Timeline

Appendix B: Unsuccessful Post-Tenure Review Timeline and Schedule

Post-Tenure Review and Fifth Year Review Timeline		
Post-Tenure Review	Next Steps	Recommended Completion Date
<ul style="list-style-type: none"> Successful 	<ul style="list-style-type: none"> No further remedial actions. 	<ul style="list-style-type: none"> Resume regular five-year post-tenure review schedule.
<ul style="list-style-type: none"> Unsuccessful 	<ul style="list-style-type: none"> Performance Improvement Plan (PIP) 	<ul style="list-style-type: none"> February: Draft Plan March: Plan approved by Dean and submitted to Human Resources
	<ul style="list-style-type: none"> Four meetings in spring and fall semesters 	<ul style="list-style-type: none"> March: Initial Meeting April: Check In August: Check In November: Check In
	<ul style="list-style-type: none"> Results of PIP are assessed at the Next Annual Evaluation 	<ul style="list-style-type: none"> Faculty member submits AFARAP as scheduled
Next Annual Evaluation Results	Next Steps	Recommended Completion Date
<ul style="list-style-type: none"> Meets Expectations Exceeds Expectations Exemplary 	<ul style="list-style-type: none"> No further remedial actions. 	<ul style="list-style-type: none"> Resume regular five-year post-tenure review schedule.

<ul style="list-style-type: none"> Needs Improvement Does Not Meet Expectations 	<ul style="list-style-type: none"> Subject to appropriate remedial action corresponding to the seriousness and nature of the deficiencies noted. Possible remedial actions may include, but are not limited to, reallocation of effort, salary reduction, tenure revocation, and dismissal. The department/unit head and dean will propose an appropriate remedial action. 	<ul style="list-style-type: none"> Implementation of remedial actions or appeals may be on varying schedules
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Appendix C: Remediation & Improvement Plan Timeline

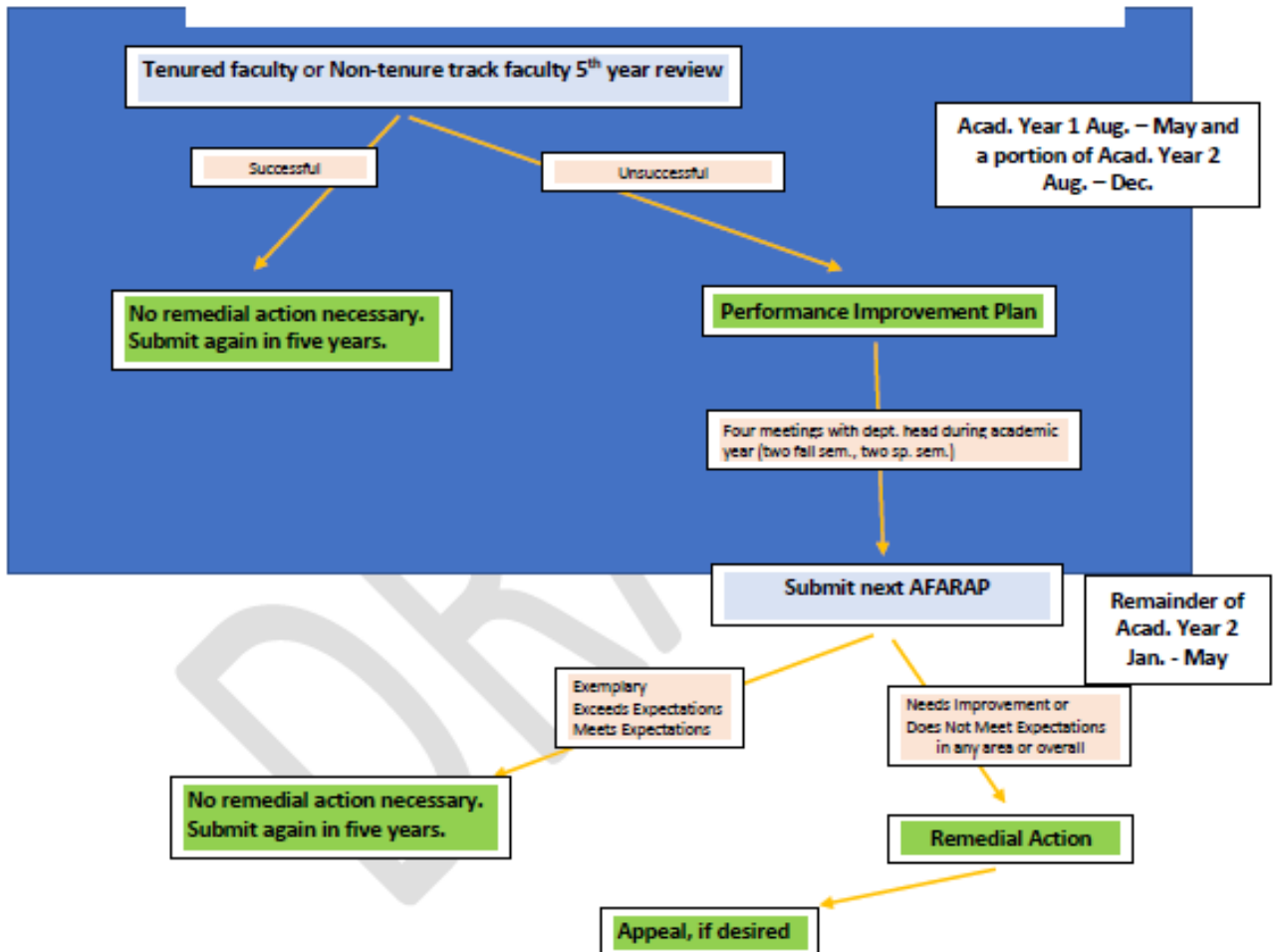
Remediation & Improvement Plan Timeline		
Annual Evaluation Results	Next Steps	Recommended Completion Date
<ul style="list-style-type: none"> Meets Expectations Exceeds Expectations Exemplary 	<ul style="list-style-type: none"> Remediation & Improvement Plan Timeline does not apply. Submits AFARAP as scheduled the following January. 	<ul style="list-style-type: none"> January: Faculty member submits AFARAP February: Annual Evaluation given to Faculty member
	<p>YEAR ONE</p> <p>Receiving a rating of Needs Improvement or Does Not Meet Expectations in any single category or overall starts the Remediation & Improvement Plan Timeline.</p>	
<ul style="list-style-type: none"> Needs Improvement or Does Not Meet Expectations in any single category or overall 	<ul style="list-style-type: none"> Performance Remediation Plan (PRP) assigned Faculty member has 10 months to complete the PRP. 	<ul style="list-style-type: none"> January: Faculty member submits AFARAP February: Annual Evaluation given to Faculty member Within 10 working days: faculty members have the right to append a response to the evaluation (Section IV) March: PRP finalized, approved by Dean and submitted to Human Resources
	<ul style="list-style-type: none"> Four meetings in spring and fall semesters After each meeting, the department/unit head should summarize the meeting and indicate if the faculty member is on track to complete the PRP. 	<ul style="list-style-type: none"> March: Initial Meeting April: Check In August: Check In November: Check In

	YEAR TWO	
	<ul style="list-style-type: none"> Results of PRP are assessed at the Next Annual Evaluation 	<ul style="list-style-type: none"> January: Faculty member submits AFARAP
Next Annual Evaluation Results	Next Steps	Recommended Completion Date
<ul style="list-style-type: none"> Meets Expectations Exceeds Expectations Exemplary 	<ul style="list-style-type: none"> No further remedial actions. 	<ul style="list-style-type: none"> February: Annual Evaluation given to Faculty member Submits AFARAP as scheduled the following January. Follow Tenure and Promotion timelines per UTPC Policies.
<ul style="list-style-type: none"> Needs Improvement or Does Not Meet Expectations in any single category or overall 	Tenure-track (but untenured) Faculty <ul style="list-style-type: none"> May be subject to receiving a written notice of intent not to renew. Non-tenure track (fewer than 6 years in position) <ul style="list-style-type: none"> May be subject to receiving notification of non-reappointment. 	<ul style="list-style-type: none"> February: Annual Evaluation given to Faculty member Schedule for intent to not renew posted in the BOR Policy Manual 8.3.4.2 (Tenure-track) Schedule posted in the BOR Policy Manual 8.3.4.3 (Non-tenure track)
	Tenured Faculty and Non-tenure track (more than 6 years in position) <ul style="list-style-type: none"> Assigned a Corrective Post-Tenure Review (Tenured) or Corrective Review (Non-tenure track) 	<ul style="list-style-type: none"> February: Annual Evaluation given to Faculty member March: Corrective Post-Tenure Assigned or Corrective Review Assigned
	<ul style="list-style-type: none"> Faculty member submits Dossier 	<ul style="list-style-type: none"> Dossier due beginning of fall semester (per College deadlines)
	<ul style="list-style-type: none"> Departmental/College Committee reviews Dossier 	<ul style="list-style-type: none"> November: Faculty receives Post Tenure or Corrective Review results
Corrective Post-Tenure Review Results / Corrective Fifth Year Review Results	Next Steps	Recommended Completion Date
<ul style="list-style-type: none"> Successful 	<ul style="list-style-type: none"> No further remedial actions. 	<ul style="list-style-type: none"> Resume regular five-year post-tenure review or fifth-year review schedule.
<ul style="list-style-type: none"> Unsuccessful 	<ul style="list-style-type: none"> Performance Improvement Plan (PIP) assigned 	<ul style="list-style-type: none"> December: PIP finalized, approved by Dean and submitted to Human Resources
	YEAR THREE	

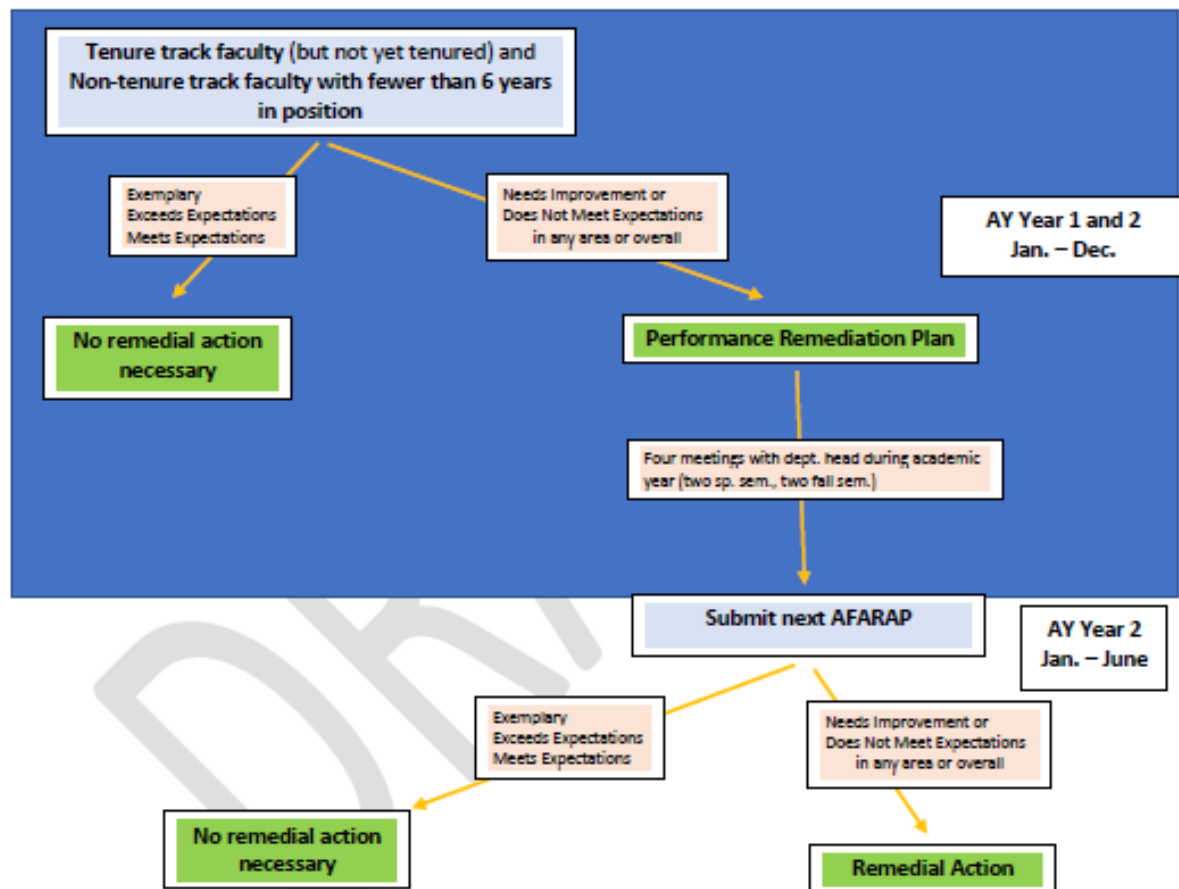
	<ul style="list-style-type: none"> • Performance Improvement Plan (PIP) implemented 	<ul style="list-style-type: none"> • January: Faculty member submits AFARAP, incorporating PIP goals and activities • February: Annual Evaluation given to faculty member
	<ul style="list-style-type: none"> • Four meetings in spring and fall semesters • After each meeting, the department/unit head should summarize the meeting and indicate if the faculty member is on track to complete the PIP. 	<ul style="list-style-type: none"> • March: Initial Meeting • April: Check In • August: Check In • November: Check In
	YEAR FOUR	
	<ul style="list-style-type: none"> • Results of PIP are assessed at Annual Evaluation 	<ul style="list-style-type: none"> • January: Faculty member submits AFARAP
Next Annual Evaluation Results	Next Steps	Recommended Completion Date
<ul style="list-style-type: none"> • Meets Expectations • Exceeds Expectations • Exemplary 	<ul style="list-style-type: none"> • No further remedial actions. 	<ul style="list-style-type: none"> • Submits AFARAP as scheduled the following January. • Resume regular five-year post-tenure review schedule.
<ul style="list-style-type: none"> • Needs Improvement • Does Not Meet Expectations 	Tenured Faculty <ul style="list-style-type: none"> • Dept. Head and Dean make recommendation for remedial action(s) (Section IX) 	<ul style="list-style-type: none"> • February: Annual Evaluation given to Faculty member • March: Dept. Head and Dean make recommendation for remedial action(s) • Within 10 business days: Faculty members may appeal the recommendation for remedial action(s) (Section IX)

Appendix D: Post-Tenure or Fifth-Year Review Flowchart

Post Tenure or Fifth Year Review



Appendix E: Annual Evaluation Flowchart for Tenure-Track and Non-Tenure Track Faculty (fewer than 6 years)



Appendix F: Annual Evaluation Flowchart for Tenured and Non-Tenure Track Faculty (> 6 years)

