

**Department**



**College**

**Policy Statement Concerning:**

**Post-Tenure Review**

Approved by Faculty Vote on ()

Matthew Know \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_9/4/2014\_\_\_\_\_\_\_\_

Department Head’s Signature Date

Tim de Noble \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_9/4/2014\_\_\_\_\_\_\_\_\_

Dean’s Signature Date

April Mason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9/14/2014\_\_\_\_\_\_\_\_\_

Provost’s Signature Date

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[fifth draft, Department of Architecture Post-Tenure Review Procedure, April 22, 2014; Faculty Affairs Committee: David Seamon, Michael McGlynn, & Gary Coates]

**F. Post-Tenure Review**

The purpose of Kansas State University’s post-tenure review is to enhance the continued professional development of tenured faculty. The process aims to encourage intellectual vitality and professional proficiency for all members of the faculty throughout their careers, so they may more effectively fulfill the mission of the university. Post-tenure review is also designed to enhance public trust in the University by ensuring that the faculty community undertakes regular and rigorous efforts to hold all of its members accountable for high professional standards.  
  
Kansas State University recognizes that the granting of tenure for university faculty is a vital protection of free inquiry and open intellectual debate. It is expressly recognized that nothing in post-tenure review alters or amends the University's policies regarding removal of tenured faculty members for cause. Post-tenure review and any actions taken under it are separate from and have no bearing on chronic-low-achievement or annual evaluation policies and procedures.

The University Handbook emphasizes that post-tenure review be “generally developmental and supported by available resources for professional development or a change of professional direction” (Appendix W, 1.a.iii). The Handbook states "Post-tenure review should be flexible enough to acknowledge different expectations in different disciplines and changing expectations at different stages of faculty careers” (Appendix W, 1.a.iv). The Handbook points out that the standard of appraisal for post-tenure review should not be defined by “whether the faculty member meets the current standards for the award of tenure or promotion” (Appendix W, 1.a.ii).

The post-tenure review process developed by the Department of Architecture follows the overarching purpose, principles, objectives, and procedures in the university policy on post-tenure review, approved by Faculty Senate on February 11, 2014. For the Department of Architecture, the post-tenure review process is organized around the following outline:

1. Post-tenure review evaluation criteria;

2. Post-tenure review materials;

3. Post-tenure review procedure;

4. Post-tenure review scheduling and implementation.

**1. Post-Tenure Review Evaluation Criteria**

The University Handbook emphasizes that each department is to develop specific review standards and requires that, “at a minimum, the post-tenure review should assess the faculty member’s strengths and areas for improvement to determine whether he or she is making appropriate contribution to the University or whether additional plans or activities need to be developed” (Appendix W, 2.c).

In developing evaluative criteria for post-tenure review, the Department of Architecture draws on the “basic standard for appraisal” delineated in the University Handbook:

**“Whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position”** (Appendix W, 1.a.ii).

The faculty member's contributions to the University will be deemed "appropriate" so long as:

* the faculty member's classroom performance has been acceptable;
* he or she maintains an ongoing program of research and/or creative work;
* his or her service duties have been carried out.

**2. Post-Tenure Review Materials**

Materials to be submitted include:

* A statement summarizing the faculty member's professional activities for the evaluation period, organized in terms of teaching, research/creative activity, and service;
* A copy of the faculty member's current curriculum vitae;
* Copies of the faculty member’s six most recent annual activity reports (summary statements only);
* Copies of the department head’s six most recent performance evaluations of the faculty member.

**3. Post-Tenure Review Procedure**

(1) The faculty member submits post-tenure review materials.

(2) The department head reviews the materials submitted by the faculty member. He or she then writes a summary of the faculty member's strengths and areas for improvement, if any, citing previous annual performance evaluations. The head concludes his or her assessment by selecting one of two statements:

*The faculty member has discharged conscientiously and with professional competence the duties appropriately associated with his or her position.*

Or

*A development plan is in place, which outlines additional plans or activities to be undertaken by the faculty member.*

(3) The department head signs the review and provides the faculty member with two copies.

(4) The faculty member provides the department head with a signed copy, acknowledging receipt of the review. This copy is placed in the faculty member's file.

(5) If the department head’s review indicates that a development plan is in place, the faculty member schedules a meeting with the head to discuss progress toward any goals set in the plan.

(6) A copy of the faculty member’s post-tenure review written by the head is submitted to the college dean, who ensures that the review was conducted in a manner consistent with departmental and university criteria and procedures.

(7) The college dean forwards a summary of all post-tenure reviews conducted in the college to the provost.

**4. Post-Tenure Review Scheduling and Implementation**

* In general, post-tenure review is conducted for tenured faculty every six years and conforms to the timeline associated with the annual evaluation review as outlined in the University Handbook.
* However, the following shall modify and reset the post-tenure review clock:
  + Application for promotion to full professor;
  + Application for a Professorial Performance Award (PPA) (University Handbook C49);
  + Receipt of a substantial college, university, national or international award requiring multi-year portfolio-like documentation—e.g., University Distinguished Professor, University Distinguished Teaching Scholar, an endowed chair or other national/international awards (see list of faculty awards, [http://www.k-state.edu/provost/resources/natlawards.html).](http://www.k-state.edu/provost/resources/natlawards.html))
* The schedule for post-tenure review is delayed for one year to accommodate sabbatical leave, a major health issue, or some other compelling reason, provided that both the faculty member and department head approve the delay.
* If the faculty member has already been identified as not meeting minimum standards according to the policies and department procedures relating to chronic low achievement, that process shall serve in lieu of post-tenure review.
* Those who have formally announced their retirement through a written letter to the department head, or have begun phased retirement, are exempt from post-tenure review.
* In implementing post-tenure review, faculty members who have the longest running post-tenure review clock will be reviewed first. Implementation will continue by incorporating faculty each year thereafter until all are through the post-tenure review process.