

Section 645.4 Periodic Review of Tenured Faculty

(Approved 9/22/2022)

645 Periodic Review of Tenured Faculty

645.4 The Peer Review Committee of the Department or equivalent unit and the College Dean, separately and in writing, will provide a review based upon materials submitted by the faculty member and their Personnel Action File. The Peer Review Committee will be comprised of tenured faculty unit employees at the rank of Professor or equivalent. Where there are insufficient department faculty to form a Peer Review Committee, tenured faculty at the rank of Professor from related academic disciplines may serve.

1. The faculty member under review will submit a brief written summary of the last five years of work and an updated CV.
2. The Department Peer Review Committee will review the materials submitted by the faculty member as well as the faculty member's PAF.
3. The Department Peer Review Committee will provide a written report of the evaluation to the faculty member under review ten (10) calendar days before it is sent to the College Dean and placed in the faculty member's Personnel Action File.
4. The faculty member may request a meeting with the committee to discuss the report. The meeting will be held within those ten (10) calendar days. The faculty member may also submit a written rebuttal statement or response within that period. This statement or response will be placed in the faculty member's Personnel Action File.
5. The Chair of the Department Peer Review Committee, or designee, and the College Dean will meet with the tenured faculty unit employee under review to discuss the employee's strengths and weaknesses along with suggestions, if any, for improvement.

6. The College Dean will provide a written report of the Dean's evaluation to the faculty member under review ten (10) days before it is placed in the faculty member's Personnel Action File and sent to the Department Chair and Chair of the Department Peer Review Committee.

7. The faculty member may request a meeting with the College Dean to discuss the report. The meeting is to be held within those ten (10) calendar days. The faculty member may also submit a written rebuttal statement or response within that period. This statement or response will be placed in the faculty member's Personnel Action File.