

Department of Nutrition Policy Document

Title: **Post Tenure Review**

Date Approved: 11/18/2013

Date Last Review: 11/8/2013 (Full Prof)

Chair Signature: Elizabeth G. Mayer-Davis



POST TENURE REVIEW

Policy Statement

This policy is derived from the Gillings School of Global Public Health's *Appointments, Promotions and Tenure Manual* and applies to all tenured faculty members with a primary appointment within the Department of Nutrition. Each tenured faculty member will be reviewed at least once every five years following conferral of permanent tenure. More frequent review may occur at discretion of the department chair.

Audience

Tenured and tenure-track faculty members.

Purpose

Assist in achieving the School and University missions of excellence in research, teaching and service. The review process for all faculty members having permanent tenure should assist them in their ongoing professional development, including efforts to enhance their skills as teachers, their accomplishments as scholars, and their contributions to the profession and the public. Should performance deficiencies be found, the process should constructively address these in specific ways to aid the faculty member in achieving a productive career in academia.

Roles and Responsibilities

Department Chair:

- Advise faculty members that they are slated for a post-tenure review at least six months in advance.
- Form a Post-Tenure Review (PTR) Committee
 - Members will normally be selected from the Committee of Full Professors:
 - Must include at least three tenured, faculty members.
 - Members may be internal or external to the department.
- Provide the PTR Committee with review guidance, timelines, and any additional information that may be pertinent, including information developed during annual reviews and information relating to the faculty member's ongoing work within the department or School.
- Review PTR Committee recommendations and any faculty member statements.

- Take any action appropriate (commendatory or remedial) based on the review results.
- Notify Human Resources in the School of Public Health that the review has been completed and the Dean directly only if substantial deficiencies are validated.

Post-Tenure Review Committee:

- Use all evidence provided by the faculty member being reviewed and department chair in evaluating performance.
- Provide a written summary (to faculty member and department chair) with conclusions regarding overall performance, any recommendations for improvement, and/or any substantial deficiencies in performance that should be addressed through creation of a development plan.
- Recognize any exceptional performance in writing.
- Provide informal peer advice and recommendations to the faculty member being reviewed and the department chair as appropriate.

Faculty Members Undergoing Review:

- Provide the Post-Tenure Review Committee with –
 - Current curriculum vitae
 - Teaching portfolio focused on the previous 5 years
 - Include student evaluations
 - Include at least one peer review of teaching. The faculty member is to work with the Chair to identify a peer reviewer.
 - Summary of professional service and faculty engagement activities highlighting the previous 5 years
 - Examples of scholarly work completed since the last review
 - Other relevant materials.
- As requested, meet with the PTR Committees or department chair to discuss teaching, scholarship, service, and other accomplishments.
- Clarify or rebut any disagreements with PTR Committee recommendations in writing.
- Appeal any finding of substantial deficiency or the terms of a development plan within 30 days of receiving a final letter from the department chair, including such findings.

Related Regulations or Policies

Gillings School of Global Public Health Appointments, Promotions and Tenure Manual (revised May 1, 2013)

Department of Nutrition Criteria for Promotion or Appointment of Tenure Track/Tenured Faculty (approved November, 18 2013)

Department of Nutrition Peer Review of Teaching Policy (approved April 11, 2013)

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