



## **College of Fine Arts – Review of Tenured Faculty Policy**

Approved by the College Council April 5, 2013

Approved by Dean Raymond Tymas-Jones April 9, 2013

For Implementation on July 1, 2013

The academic freedom bestowed upon a university faculty member with the achievement of tenure rests on the fundamental principle that the faculty member has the responsibility to continue to develop in the areas of scholarly and/or creative research, teaching and service throughout his/her academic career. As required by university regulations, the work of tenured faculty members is reviewed and evaluated every five years after they have been awarded tenure. The faculty member's Department/School RPT Committee and Chair/Director have the primary responsibility to conduct these reviews of the faculty member with the intent of providing the tenured faculty member feedback and encouragement to continue to develop in the areas of research, teaching and service.

The College of Fine Arts considers the tenure reviews to be a serious evaluation of a faculty member's work. The intent of the review is to help tenured faculty continue to be professionally active. The Retention, Promotion and Tenure (RPT) Committee in the individual department/school, or the elected or appointed subset thereof, will review the files of faculty for tenure reviews with the same criteria established for the award of tenure and/or promotion in the individual department/school. The same process will be followed as with the formal reviews for each rank, with the exception of required internal and external letters of reference. This review will take place in the spring semester of the fifth year after receiving tenure (and every fifth year thereafter).

Faculty members under review must submit a current vitae, and may submit additional information as they desire (see below). Faculty members of the department/school and the student advisory committee will be notified of the upcoming review. Additionally, the file will include all course evaluations from the previous 5 years, peer teaching observations, and a formal written SAC review following the same guidelines used in pre-tenure formal reviews (minus any vote). Any interested faculty member, staff member, or student may submit written comments for each file.

The Chair/Director, in consultation with the chair of the RPT committee, may elect a subset of no less than three members from the RPT Committee to review a particular file. All reviewers must be at the same academic rank or higher as the faculty member under review. In the event that a unit does not have three faculty members of requisite rank, the unit must seek reviewers from the College outside the department/school.

The RPT committee evaluates these documents to determine whether the faculty members being reviewed are meeting departmental and university standards in teaching, research, and service at the appropriate rank. The RPT Committee forwards their recommendation to the Chair/Director.

After reviewing the RPT Committee's report and the contents of the file, the Chair/Director will write a separate letter to be included in the file to be forwarded to the Dean.

If, as a result of the review procedure, the person under review is deemed not to be meeting the minimum standards required of a tenured faculty member of his/her department with the requirements outlined for the ranks of Associate Professor or Professor, the Chair/Director shall consult with the faculty member in question and develop strategies for improvement of his/her performance. The Chair/Director may invite a representative(s) from the unit's RPT Committee to join in this discussion. The Chair/Director will include these strategies for improvement in the file forwarded to the Dean.

Tenure reviews then go directly to the Dean without being reviewed by the College of Fine Arts RPT Committee. The Dean is charged by University Policy to ensure that each unit is effectively reviewing their faculty. The Dean will review the file and any and all recommendations for improvement. The Dean will write a letter upon completion of his/her review to the Chair/Director with a copy to the faculty member. This letter may include additional commendations, further recommendations, or require the implementation of additional strategies for faculty improvement.

The contents of a faculty member's tenure review file in the fifth year after award of tenure and every subsequent five-year interval will include the following:

1. The Chair/Director's letter
2. The RPT Committee's review of the faculty member
3. All of the faculty member's Student Course Evaluations produced since the last review (the complete evaluations including narratives)
4. Any and all official letters of commendation, reprimand and/or merit review forms placed in the faculty member's file in the Department/School since the last review
5. The faculty member's current CV
6. The written SAC evaluation of the faculty member
7. Peer Teaching Evaluations (including reviewers from CTLE, if applicable)

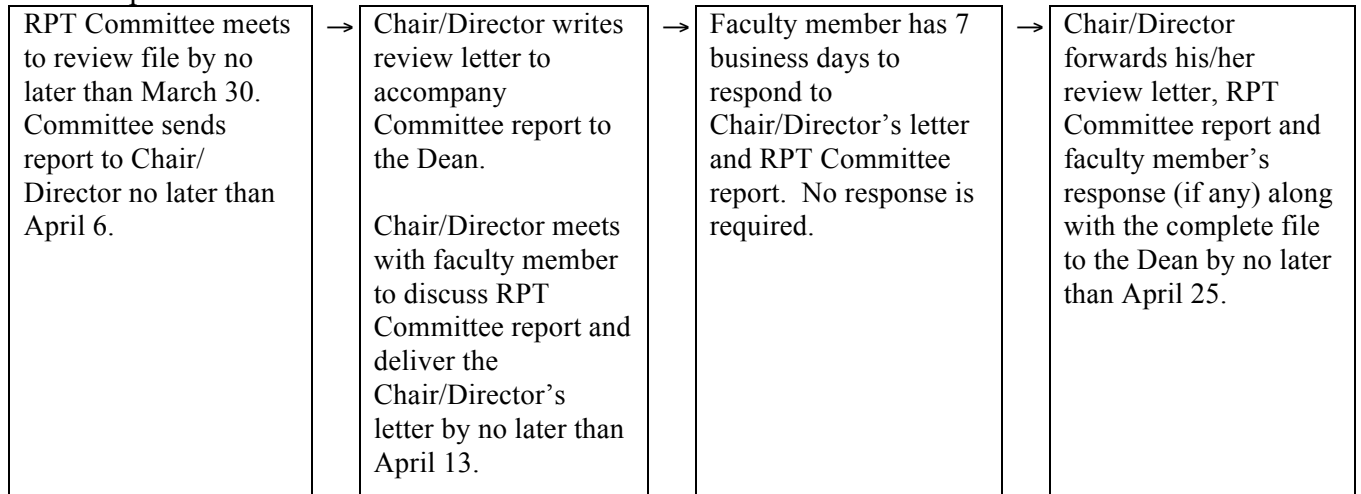
The file may also include the following:

8. A Personal Statement from the faculty member
9. Books, articles, reviews, documentation, and papers of the faculty member's choosing.
10. Letters from any interested faculty member, staff member, or student.

Items (1)-(7) are required; items (8)-(10) are optional. The faculty member is responsible for placing items (5, 8 & 9) in his/her review file. The Chair/Director of the unit is responsible for placing (1-4 & 7) and any letters as described in item (10) in the file. To compile the optional items in (9), the Chair/Director will send a letter to all faculty in the Department/School and to the President of the Department/School's SAC announcing the review and inviting written input into the faculty member's file. This announcement letter from the Chair/Director will be sent by no later than February 22 and will include a copy of (or links to electronic copies of) the department/school's Tenure Review Policy as well as this College policy. The Chair/Director must receive any letter from interested faculty members or students no later than March 22 to be included in the file in time for proper consideration by the RPT Committee. (See the Timetable below.) A faculty member's Tenure Review file is confidential and may only be viewed at the

Department/School level by the RPT Committee, the Chair, and the faculty member under review.

Review process:



By no later than:

**TIMETABLE FOR THE REVIEW**

<b>Feb 7</b>	<b>Chair/Director sends letter informing eligible faculty members of tenure review. Encloses guidelines and timetable.</b>
<b>Feb 22</b>	<b>Chair/Director sends out letter to faculty, staff, and SAC inviting written input concerning tenure reviews. Due March 22<sup>nd</sup>.</b>
<b>March 22</b>	<b>Letters from faculty, staff, and SAC Evaluation are due. File must be complete by this date.</b>
<b>March 30</b>	<b>RPT Committee meets to conduct tenure reviews.</b>
<b>April 6</b>	<b>RPT Committee sends their review to the Chair/Director.</b>
<b>April 13</b>	<b>Chair/Director meets with faculty members that have been reviewed and delivers his/her letter (addressed to Dean) and RPT Committee review to the faculty member. Gives faculty member 7 business days to respond or to inform Chair/Director of no response.</b>
<b>April 25</b>	<b>Chair/Director forwards RPT Committee review, Chair/Director letter, and faculty member's response (if any) along with the complete file to Dean.</b>

## *Sample Letter to Faculty and SAC President*

February 7, 2012

Dear Faculty and SAC President,

I am writing to announce that the following tenured faculty members' job performance in the College of Fine Arts will be reviewed this spring semester as a part of the University's required tenure review process.

{List Faculty members}

As you can see in the enclosed departmental and College policies on such reviews, all tenured faculty members at the University of Utah are ordinarily reviewed every five years.

Any interested faculty member, staff member, or student may submit a letter for a faculty member's tenure review file; however, there is no obligation to do so. (A faculty member's tenure review file is confidential and as such may only be viewed by the faculty member, the members of the RPT Committee and the Chair/Director.) If you wish to submit such a letter, please consider the following guidelines:

1. An interested faculty member or student may submit a letter for each faculty member's file, but any such letter should only address the job performance of one individual faculty member, not anyone else.
2. Student's letters will be most helpful if they address the faculty member's teaching or interaction with students.
3. Letters must be submitted to the Chair/Director by **March 22** to be included in the tenure review process. Letters arriving after that date will be returned to the sender.

Please let me know if you have any questions that I may be able to answer about this review process. Thank you for your time.

Sincerely,

Chair/Director