

DEPARTMENT OF WOMEN'S AND GENDER STUDIES

POST-TENURE REVIEW CRITERIA AND PROCEDURES

Approved September 30, 2025

Preamble

This document is guided by the University's *Faculty Manual*. If any question should arise between the procedures given in this document and the regulations given in the *Faculty Manual*, the *Faculty Manual* will take precedence.

Post-tenure review (PTR) evaluates faculty performance in scholarship, teaching, and service. The procedures outlined below are intended to recognize superior performance, assure that all faculty maintain a satisfactory level of performance, and provide those faculty whose performance is rated unsatisfactory an opportunity to improve.

I. General Procedures and Calendar

Post-tenure review will follow the post-tenure review policy outlined in the University's *Faculty Manual*. The post-tenure review calendar will follow the calendar established by the Office of the Provost.

II. Time Period

Date of tenure determines post-tenure review timing. Each tenured faculty member, regardless of rank and including those in departmental administrative positions, will be reviewed every six years unless, during the previous six-year period, the faculty member is reviewed and advanced to or retained in a higher position (e.g., promotion to Full Professor, recipient of Chaired Professorship, or service as Associate Dean or Dean). Post-tenure review will be waived for any faculty member who notifies the unit chair in writing of retirement within three years of the next scheduled review.

III. Expectations

Tenured faculty are expected to maintain a record of high-quality scholarship, teaching, and service.

- A. Scholarship. The department expects that tenured faculty will demonstrate continued excellence in the field of study and a commitment to serious scholarship, resulting in refereed publications or comparable presentations of their work in appropriate professional/disciplinary settings.
- B. Teaching. The department expects that tenured faculty will continue to:
 - 1. Prepare courses with care and skill

2. Formulate course objectives responsibly and clearly, and devise imaginative and effective ways of achieving these objectives
 3. Set high standards and grade all work thoroughly, fairly, and with reasonable promptness
- C. Service. The department expects that tenured faculty members will continue to do their share of service work within the department, college, and university and to involve themselves, where practicable and feasible, in activities to enhance the well-being and reputation of the profession.

IV. Procedures

A. Creating the post-tenure review file

It is the faculty member's responsibility to compile their own file with assistance from the department's administrative assistant. The file should demonstrate performance in each of the three critical review areas. The faculty member should use the same form as used for tenure and promotion, i.e., the template for primary files. Each file must contain the elements listed below, and faculty members have the option to include other items they deem relevant.

1. A current curriculum vitae
2. A list of all courses taught since the last PTR or evaluation by the T&P committee
3. Peer and student teaching evaluations (usually provided by the department's administrative assistant)
4. Course syllabi
5. A summary of all scholarly activities conducted since either the last post-tenure review or evaluation by the tenure and promotion committee for either tenure or promotion per the Department's definition of scholarship
6. Sabbatical reports
7. Annual performance evaluations, post-tenure reviews, and development plans (if applicable) (usually provided by the department's administrative assistant).
8. A summary of all departmental, college, university, professional, and community service activities. These include holding offices, serving on and directing theses and dissertations, serving on departmental and university-wide committees, reviewing for journals, holding positions in professional organizations, serving on editorial boards of journals, panel members of granting agencies, community appointments, and community services such as speaking engagements and advising reporters for newspapers.
9. Working directly with students, outside of teaching, is also required to satisfactorily meet professional service. Examples of this work include all aspects of mentoring such as involving students in the faculty member's research, supervising independent studies and student research projects, helping students plan their careers and apply for graduate school, writing letters of reference, helping students write grants, serving on doctoral/comprehensive exam/master's thesis/honors thesis committees, etc.

10. Personal statement. The personal statement should address research, teaching, and service. The research statement should summarize the faculty member's research activities during the reviewed period, elaborating on areas of research, work published, grants applied for and received, major presentations, and other information that explains the research trajectory over the reviewed period. The teaching section should summarize teaching activities during the reviewed period, including any new courses taught, describing how courses have evolved over time, insights from pedagogy training (e.g., CTE workshops) that have been integrated into courses, and any other information about teaching that faculty wish to include. The service section should summarize the faculty member's major service-related activities. The service section can also include activities such as writing student letters of recommendation

Candidates who are joint appointments with a tenure home in WGST or in another unit must include a copy of their Memorandum of Understanding (MOU) in their PTR file. In cases where the faculty has a primary appointment in another unit, WGST will provide a secondary evaluation, abiding by the MOU with the tenure home unit and using WGST's procedures, as described in the FM (p. 25) and UCTP Guidelines (p. 12). Faculty with tenure homes in other units should submit the same materials to WGST that they submit for their home departments.

B. Review committee

The membership of the Post-Tenure Review Committee will consist of all tenured faculty members of equal or higher rank. The Chair of the Post-Tenure Review Committee will usually also be the chair of the Tenure and Promotion Committee.

A minimum of three eligible faculty members is required to make up the Post-Tenure Review Committee. If fewer than three faculty members are eligible to serve on the Post-Tenure Review Committee, the Chair of the Committee, with the approval of the Dean, will appoint sufficient faculty members from relevant areas of study from other units within the University who meet the eligibility requirements to make up a committee of three voting members."

C. Report

The post--tenure review committee will evaluate three areas: scholarship, teaching and service. There are three possible ratings: superior, satisfactory, and unsatisfactory that can be applied to each of these categories.

The Committee will produce a majority report based on presented materials and provide the faculty member with a copy. Copies of all reviews will be permanently retained by the office of the department Chair and the office of the Dean.

V. Outcome

Post-tenure review outcomes will be measured based on expectations outlined in Section III A, B, C. The unit post-tenure review report will include an assessment of the faculty member's

performance in teaching, research/creative activities, and service in each category as superior, satisfactory, or unsatisfactory.

A. Superior Performance

A superior performance evaluation, defined as performance at the very highest level, will be noted in the faculty member's personnel file and forwarded to the Dean following College and University timetables and policies.

B. Satisfactory Performance

A satisfactory performance evaluation, which is defined as performance that meets unit expectations, will be noted in the faculty member's personnel file and forwarded to the Dean following College and University timetables and policies.

C. Unsatisfactory Performance

If the Committee determines that the overall performance of a faculty member is unsatisfactory, which means that, taken as a whole, the faculty member fails to meet department expectations for satisfactory performance, the Chair, in consultation with the Committee, the Dean, and the faculty member, will establish a development plan. The plan may include the appointment of a development committee to assist the faculty member in improving performance. Copies of unsatisfactory post-tenure reviews and the associated development plans will be sent to the Dean following College and University timetables and policies. The development plan will form the basis for evaluations of the faculty member until satisfactory performance is restored. The timetable is at the discretion of the committee but will normally be from one to three years in duration.

At the next annual review, the members of the T&P committee will make an assessment of the progress of the faculty member. The T&P committee's assessment will be forwarded to the Chair and Dean and copies provided to the faculty member. The Chair and Dean will make the final determination on progress or lack thereof, and whether further measures are necessary.

VI. Appeal Procedures

A faculty member who disagrees with the evaluation or any aspect of the recommendations may write an appeal to the members of the Department's Tenure and Promotion committee. The appeal and response of the T&P committee to the appeal will be forwarded to the Chair and the Dean per College and University Policies.

Faculty Revision and Approvals History

Approved by a vote of the full professors in WGST on April 11, 2025. Voting faculty included Cara Delay, Ed Madden, Leah McClimans, Leland Spencer, Suzanne Swan.