ECU Faculty Senate

Fall 2022

Performance Review of Tenured Faculty (PRTF)

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Framework Documents

• UNC Board of Governors Guidelines on Performance Review of Tenured Faculty (revised in 2014)

• Faculty Manual

  • Part IX.II--Performance Review of Tenured Faculty (revised in 2015)

  • Part VIII.I.I--C: General Provisions and D: Requirements of Ranks and Titles
Framework Documents

• At five-year intervals, each academic unit shall review all aspects of each permanently tenured faculty member’s professional performance during the preceding five years.

• A review leading to promotion in rank qualifies as a performance review.

• A faculty member granted promotion and/or permanent tenure shall be reviewed within five years of that decision.

• Probationary-term faculty members are excluded because other review mechanisms exist to evaluate their performance.

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Timeline
(Foreign Languages as Example)

- **28 Oct.**: Notification to Tenured Faculty that PRTF will take place
- **22 Nov.**: Forms forwarded to Faculty (5 year plan)
- **10 Jan.**: Unit Administrator submits PRTFs and documentation to Committee
- **1 Feb.**: PRTF to Faculty

- **10 Oct.**: Performance Review Committee elected
- **17 Nov.**: Faculty submits 5 year plan, updated c.v., and additional materials to unit administrator
- **13 Dec.**: Unit Administrator and Committee meet to discuss reviews
- **20 Jan.**: PRTF to Dean
Performance Review Committee (PRC)

- The Tenure Committee will elect a minimum of three faculty members and one alternate

- The faculty members must be permanently tenured voting faculty

- They must not hold an administrative role

- The alternate serves only when a member is unable to serve

- The PRC must elect a Chair

Description of voting faculty members according to FM Part IX.I.IV.A

- holds a full-time faculty position with East Carolina University and a greater than half-time assignment in the unit, and
- is not a unit administrator or an individual with half or more of his/her workload assigned to administrative duties as determined by the permanently tenured faculty members in consultation with the unit administrator,
- or normally meets the above conditions and is on non-medical leave of absence from all University duties but is in attendance at the meeting of the appropriate committee at the time of the committee’s vote on a personnel action

Faculty members on approved medical leave are not permitted to participate in University business during the approved leave

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Purpose of PRTF

- PRTF is not a reevaluation or revalidation of tenured status.
- The basic standard of evaluation is whether the faculty member discharges conscientiously and with professional competence the duties associated with their position.
- The policy presupposes the competence on the part of each tenured faculty member.

Ga. Board of Regents approves tenure changes despite faculty protests

MARTHA DALTON • OCT 13, 2021

Professors in Georgia’s university system protested changes to the tenure process and post-tenure review this week.
CREDIT DR. JENNIFER MORGAN FLORY

https://www.wabe.org/georgia-board-of-regents-approves-changes-to-tenure/

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Performance Standards for Review

These standards **will comply** with
- the provisions of Part VIII.I.I Subsections C and D of the ECU Faculty Manual,
- the unit’s code provisions,
- the primacy of instruction within the UNC system institutions.

These standards should **be consistent** with
- the mission of the institution, college, and program and
- the changing goals of both the unit and the university.

While also considering varying expectations at the time of the granting of permanent tenure for individual faculty members, these standards **should address**:
- the faculty member’s teaching, research, service, and other duties,
- contributions to the departmental, college/school, and university goals,
- contributions to the academic programs in which the faculty member teaches,
- any other professional activities bearing on the faculty member’s performance of their duties during the period under review.

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Performance Standards for Review Example

Statement of Standards for the College of Education

Exceeds expectations: During the period under review, the faculty member discharged conscientiously and with professional competence in the duties associated with his or her position in such a way as to constitute a model for others that represents the best of practice. There is evidence in the annual reports, CV, comprehensive narrative, and/or supplemental documents that the five-year plan has been adequately addressed. One factor to be considered is the five-year average on annual evaluations of 4.5 and above.

Meets expectations: During the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with his or her position. There is evidence in the annual reports, CV, comprehensive narrative, and/or supplemental documents that the five-year plan has been adequately addressed. One factor to be considered is a five-year average on annual evaluations of 3.0 to 4.49.

Does not meet: During the period under review, the faculty member failed to discharge conscientiously and with professional competence the duties associated with their position. There is lack of evidence in the annual reports, CV, comprehensive narrative, and/or supplemental documents that the five-year plan has been adequately addressed. One factor to be considered is the five-year average on annual evaluations of below 3.0.

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Review Process

❖ PRTF is a comprehensive assessment

❖ Documentation needed:
  ❖ Annual Reports
  ❖ Annual Evaluations
  ❖ Faculty curriculum vitae
  ❖ Faculty member Five Year Plan
  ❖ Any supporting materials that the faculty member wishes to include (for example a Covid 19 impact statement)

❖ It is inappropriate to include information that does not respect the faculty's due process rights

❖ It is inappropriate to include information that is not included in annual evaluations

A subsequent unit administrator cannot disagree, alter or argue with these evaluations.

Documentation becomes part of faculty's personnel file.
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Review Process: Agreement

- Based on documentation submitted by the faculty, and using the Performance Review Form, prepares Performance Review taking into account the weight assigned to each duty and the amount of reassigned time from teaching. Overall ranking of "meets", "exceeds" or "does not meet." If the ranking is "does not meet", the review must include specific descriptions of shortcomings.

- Receives all documentation submitted by the faculty and the Performance Review Form completed by the Unit administrator. The Committee agrees with the evaluation by the unit administrator.

- Unit Administrator provides copy of Performance Review Form to faculty. Performance Review Form becomes part of the faculty's personnel file.

- Faculty member has 10 days to respond to unit administrator Performance Review. Respond becomes part of faculty's personnel file and it is shared with next higher administrator.

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Review Process: Next Steps

- **Dean reviews all Performance Review documents and concurs or does not concur with the review.**

- **Dean communicates decision to faculty member, unit administrator, Chair of the Unit Performance Committee and appropriate Vice Chancellor.**

- **Annually, the Provost certifies compliance with UNC Policy.**

- **Faculty member may appeal final Performance Review according to provisions in Part XII.I of the Faculty Manual.**

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<table>
<thead>
<tr>
<th>Above Expectations</th>
<th>Below Expectations</th>
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<tr>
<td>Shall be recognized and rewarded. Ways to do this:</td>
<td>• Reconsideration requested by the faculty member and carried out by Unit Administrator and Performance Review Committee.</td>
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<td>• Nominations for Awards</td>
<td>• Unit Administrator and Performance Review Committee may decide modify, nullify or reconfirm the review.</td>
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<tr>
<td>• Merit Salary Increases</td>
<td>• Agreement or disagreement of Unit Administrator and Performance Review Committee follows same process than before</td>
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<tr>
<td>• Research Leaves</td>
<td>• Revisions of workload</td>
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Faculty Development Plan

The Formal Faculty Development Plan shall:

a) identify specific shortcomings as they relate to the faculty member’s performance of their assigned duties;

b) state any modification of duties due to a less than satisfactory rating and take into account the new allocation of responsibilities;

c) include specific steps designed to lead to the required degree of improvement;

d) specify resources necessary to support the development plan,

e) specify a reasonable timeline of no more than three academic years, in which improvement is expected to occur;

f) schedule and require written records of progress meetings between the faculty member, the unit administrator and the chair of the Performance Review Committee at regular intervals no less frequently than twice each academic year. The unit administrator shall provide a written evaluation of progress to the faculty member. If the unit administrator, the Performance Review Committee, and the faculty member cannot agree on the faculty member’s progress, the next higher administration will meet with the relevant parties and make a final determination. A copy of this evaluation will be provided to the faculty member and placed in the faculty member’s personnel file.

g) state the consequences for the faculty member should improvement not occur within the designated timeline. The use of mentoring peers is encouraged.

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Faculty Development Plan (Cont.)

• The plan is a commitment by the faculty member, with support provided by the Performance Review Committee, and the unit administrator to improve the faculty member’s performance.

• The plan shall be consistent with the faculty member’s academic freedom.

• The plan shall be self-directed by the faculty member and shall be sufficiently flexible to allow for subsequent amendment, if necessary.

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At the conclusion of the Faculty Development Plan period:

**Faculty Cumulative Performance** Exceeds or Meets expectations within the specified timeline:
- Written report to the faculty member with copy to personnel file.
- Faculty member returns to regular schedule of post-tenure review.

**Faculty Cumulative Performance** Does Not Meet Expectations within the specified timeline:
- Unit administrator may recommend Serious Sanction. Faculty member may appeal recommendation according to policies in Part XII.I.III of the Faculty Manual.

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