

## Faculty Senate Resolution #13-25

Approved by the Faculty Senate: February 26, 2013

Approved by the Chancellor: March 5, 2013

Checklist for the Review of Unit Post Tenure Review Procedures by the Provost's Review Panel and a sample format for documenting the Criteria and Standards governing a Unit's Performance Review of Tenured Faculty, as required by the University of North Carolina General Administration and the *ECU Faculty Manual*

### Checklist for the Review of Unit Post Tenure Review Procedures by the Provost's Review Panel

- The review procedure does not institute a reevaluation or revalidation of the faculty member's tenured status.
- The review procedure states a standard to be used by the PTR committee for finding a faculty member's performance exemplary, satisfactory or deficient that was approved by the Tenure Committee and the Unit Administrator.
- The standard used by the performance review committee to rank faculty members as "exemplary," "satisfactory," or "deficient" is based on differences in the degree to which a faculty member has *discharged conscientiously and with professional competence the duties associated with his or her position during the period under review*. These differences are not necessarily quantifiable and may be based on the subjective evaluation of faculty peers.
- The review procedure does not base ranking entirely on the faculty member's annual evaluations.
- The review procedure requires that the evaluation of a faculty member's performance of assigned duties must be *judged only by the published unit and Faculty Manual performance criteria in effect during the evaluation period (as found in the (ECU Faculty Manual, Part VIII, Section I (III.). Evaluations) and in the unit code)*.
- The review procedure requires that an evaluation address *all of the duties actually assigned to the faculty member during the period covered by the evaluation* as these duties were weighted for the individual faculty member at the time. Thus the review procedure is a comprehensive assessment of the faculty member's teaching, research, service and other duties, including contributions to the departmental college/school and university goals, contributions to the academic programs in which the faculty member teaches and any other professional activities bearing on the faculty member's performance of his or her duties during the period under review.
- The review procedure requires that performance review for each faculty member must reflect the nature of the faculty member's field or work and must conform to fair and reasonable expectations as recognized by faculty peers in each department and discipline.
- The review procedure permits considering any performance of duties judged supererogatory (duties that address the unit's mission but are not specifically assigned during the period under evaluation).
- The review procedure requires that the review be conducted in a manner free of arbitrary, capricious, or discriminatory elements and adheres to the requirements of the Faculty Manual.
- The review procedure requires that misconduct can only be addressed if the misconduct is documented in the faculty member's personnel file and the faculty member's due-process rights were respected (the right to appeal a finding or sanction to the relevant committee and the right to include in the personal file a letter expressing disagreement with a finding).

Sample format for documenting the Criteria and Standards governing a Unit's Performance Review of Tenured Faculty, as required by the University of North Carolina General Administration and the *ECU Faculty Manual*

The format below is an ECU Faculty Senate recommendation, not a requirement. However, this format will assist the *Provost and Vice Chancellor for Health Sciences' Review Panel* charged to review each of ECU's individual unit five-year tenured faculty performance review procedures for conformance with the UNC-GA and ECU Faculty Manual requirements.

To use this format, insert the unit's name at the beginning of the document and insert at the locations indicated references to the unit's criteria for evaluating teaching, research, service and other duties that were in its unit code during the period covered by the review and the unit's standards for being ranked exemplary, satisfactory or deficient (as recommended by the unit's Tenure Committee and approved by the unit administrator). Instructions for adding material to the document are stated in brackets ("[ ]"). What is presented addresses the requirements of the *Policy for Performance Review of Tenured Faculty of East Carolina University, Part IX, Section II, East Carolina University Faculty Manual*. All other aspects of the review procedure are covered in this policy. The "format" document begins below the line.

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**Name of Code Unit (or School, Department or Area within a Code unit that has its own Tenure Committee and performance criteria for the five-year Performance Review or Tenure Faculty).**

The five-year performance review of tenured faculty is governed by the *Policy for Performance Review of Tenured Faculty of East Carolina University, Part IX, Section II, East Carolina University Faculty Manual*. The overriding goal of the review is stated in the preamble to ECU's policy: "The comprehensive, formal, periodic evaluation of cumulative faculty performance, has the purposes of ensuring faculty development and promoting faculty vitality." The review "does not create a process for the reevaluation or revalidation of tenured status."

**General Considerations:** The Performance Review Committee (PRC) is guided by these *Faculty Manual* requirements:

The PRC determines, for each faculty member under review, whether the committee either agrees or disagrees with the findings of the unit administrator.

The review shall have as its basic standard of appraisal and evaluation whether the faculty member under review discharged conscientiously and with professional competence the duties associated with his or her position during the period under review.

The review shall be informed by the faculty member's annual reports and annual evaluations.

PRC discussion will address all aspects of the faculty member's professional performance, including all duties actually assigned to the faculty member during the period covered by the review, as these duties were weighted for the individual faculty member at the time.

The review shall not be a reevaluation or revalidation of tenured status.

The review shall be for the purpose of ensuring faculty development and promoting faculty vitality.

The review shall reflect the nature of the faculty member's field or work and shall conform to fair and reasonable expectations as recognized by faculty peers in the department and the discipline.

The review shall be conducted in a manner free of arbitrary, capricious, or discriminatory elements and shall adhere to the requirements of the Faculty Manual and the unit code, including the performance criteria stated in the unit code and copied below.

**Evaluation Criteria:** The PRC shall apply the following criteria in determining whether to agree or disagree with the findings of the unit administrator:

1. *ECU Faculty Manual*, Part VIII, Section I (III.) Evaluations, and
2. [Insert a to the evaluation criteria in the unit code.]

**Standards for being found exemplary, satisfactory or deficient:** [*To bring individual unit standards into compliance with the Faculty Manual standard, the Faculty Senate recommends, but does not require, that unit Tenure Committees and the unit administrators adopt the following as the unit's standards:*]

**Exemplary:** during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with his or her position in such a way as to constitute a model for others that represents the best of its kind.

**Satisfactory:** during the period under review, the faculty member discharged conscientiously and with professional competence the duties associated with his or her position.

**Deficient:** during the period under review, the faculty member failed to discharge conscientiously and with professional competence the duties associated with his or her position.

**Other Considerations:**

The PRC will address misconduct only if the misconduct is documented in the faculty member's personnel file and the faculty member's due-process rights were respected (the right to appeal a finding or sanction to the relevant committee and the right to include in the personal file a letter expressing disagreement with a finding).

The PRC will consider any performance of duties judged supererogatory (relative to the Faculty Manual and unit criteria, specific duties assigned and not assigned, and the like).