Post Tenure Review Policy

The purpose and criteria for post-tenure review is outlined in Faculty Document 1001b Faculty Policy and Procedures. Faculty of the Department of Horticulture will be evaluated in accordance with this document and the policies of the College of Agricultural & Life Sciences. The Department Chair will be evaluated by College administration based on input from the Department of Horticulture faculty and input from the Dean’s Executive Council.

Procedures:
Twenty percent of the tenured faculty will be evaluated each year. Faculty being reviewed for promotion to Professor will be reviewed in the year of promotion where possible in the rotation and will be counted among that years’ 20%. The review will be incorporated into the annual merit review process or combined with promotion or other reviews including, but not limited to, nominations for chaired professorships, teaching awards, and national professional honors or awards.

The Promotion Screening Committee members will develop findings for post-tenure review. This committee will create a draft report of findings advisory to the departmental Executive Committee. The Promotion Screening Committee by definition is composed of only tenured faculty members and is appointed annually by the Department Chair. When a member of the Promotion Screening Committee is scheduled for review while serving on the committee the balance of the committee shall conduct the preliminary review. The reviewee may request the dismissal of members of the Promotion Screening Committee and/or the Executive Committee from being part of the the post-tenure review due to conflict. Documentation describing research, teaching and Extension activities will be used to evaluate quantity and quality of performance. The review shall be based on a current cumulative curriculum vita, and the last 5-years’ professional activity reports, teaching evaluations, and other evidence of the faculty member’s accomplishments and contributions that are deemed appropriate. A statement by the reviewee should include their most significant accomplishments during that period and their goals and plans for the next five-year period. The faculty member being reviewed can also provide any additional material deemed appropriate to document accomplishments during the period under review. This might include student evaluations, Extension evaluations, or other commendations.

The report describing and evaluating the performance of the reviewee should include professional accomplishments and recommendations for growth and development. If deficiencies are noted, the report should include specific recommendations on ways of improving performance. The report will be shared with each member of the executive committee at least one week prior to the executive committee meeting where the report will be presented.
After acceptance of the report by the full executive committee, the report will be given to the reviewee for comment. Please note that acceptance does not mean approval; it simply means that the committee accepts the report as finished and complete. The comments of the reviewee will be considered by the executive committee.

The Department of Horticulture shall preserve in the faculty member’s personnel file all documents that played a substantive role in the review (except publications readily accessible) and a record of any action taken as a result of the review.

Modification of these procedures may be made by vote of the faculty of the Department of Horticulture in accordance with document 1001b and subsequent transmittal of changes to CALS administration.

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