

Post-Tenure Review Evaluation Guidelines and Criteria  
Department of Chemistry and Biochemistry  
College of Science  
Florida Atlantic University  
Provost Approved December 1, 2023

Post Tenure Review (PTR) serves as a periodic review of tenured faculty and is designed to foster sustained excellence and professional development and recognize and reward outstanding achievement.

PTR is separate and distinct from annual and other employee evaluations in that PTR will focus on long-term accomplishments over a period of five years. Most importantly, the PTR process has been designed to uphold the University's fundamental principles of tenure, academic freedom, due process, and confidentiality in personnel matters.

The FAU PTR process and procedures are outlined in **Provost Policy#** in compliance with Florida BOG regulation 10.003.

The PTR evaluation procedure (outlined below) shall result in the tenured faculty member receiving one of the four possible performance ratings:

- **Exceeds Expectations:** a clear and significant level of accomplishment beyond the unit's and University's written criteria, and beyond the average performance of faculty across the faculty member's discipline and unit.
- **Meets Expectations:** an expected level of accomplishment based on the unit's and University's written criteria, compared to faculty across the faculty member's discipline and unit.
- **Does Not Meet Expectations:** performance falls below the unit's and University's written criteria, compared to faculty across the faculty member's discipline and unit, but is capable of improvement.
- **Unsatisfactory:** performance fails to meet the unit's written criteria which reflects disregard or failure to follow previously documented and/or otherwise given advice or other efforts to provide correction; or documented incompetence or misconduct, as defined in applicable University regulations and policies, or applicable CBA provisions.

#### Evaluation Procedure

The office of the Dean of the College of Science shall notify faculty members and the Department Chair of upcoming PTR Evaluations and the due date for the evaluation file. The Department Chair shall establish appropriate departmental deadline dates for the PTR process to meet the due date set by the College of Science.

The faculty member shall prepare a PTR Portfolio in Interfolio. The PTR will be conducted based on a portfolio containing a summary of the faculty member's professional activities and performance of academic responsibilities to the University and its students during the entire five-year Review Period.

The PTR portfolio should contain relevant to the five-year review period:

- a current *curriculum vita* that clearly highlights accomplishments in teaching, scholarship, and service,
- copies of the faculty member's last five annual assignments and annual evaluations including any attached written rebuttals by a faculty member under review,
- a copy of the report of the previous SPE or PTR, if available,
- a copy of the published PTR criteria from the faculty member's academic unit (i.e., this document),
- a brief (2 page) narrative from the faculty member, and
- other relevant measures of faculty performance as appropriate.

The faculty member shall upload his or her PTR portfolio to the Department by the deadline date set by the Department. This portfolio (other than CV) is confined to the five-year period under review. The Department Chair may return noncompliant portfolios to the faculty member for revisions. Refusal to present a completed and acceptable portfolio or failure to submit it on time may result in the outcome of "Does Not Meet Expectations".

#### Departmental PTR Committee

- The Departmental PTR Committee will be convened by the Department Chair and shall be composed of a minimum of three tenured faculty members with at least 50% academic assignment in the Department. For the review of those at the rank of Professor, the committee shall consist solely of Professors in the Department. Should there be less than three Professors available in the Department, the Chair and Committee will select additional Professor(s) within the College to serve on the Committee.
- The Departmental PTR Committee is tasked to initiate the process of review and deliberation of all submitted PTR portfolios.
- Upon completion of the evaluation, the Departmental PTR Committee shall prepare a brief report summarizing its recommended assessment of each faculty member's performance during the five-year period under review. The Committee's report shall indicate whether the faculty member's performance (1) Exceeds Expectations, (2) Meets Expectations, or (3) Does Not Meet Expectations, or is (4) Unsatisfactory, and shall cite specific areas, reasons, and evidence, corresponding to the annual assignments, to support the Committee's conclusion. In case the evaluation report is not unanimously agreed, the report must include the anonymous minority opinions written by the

members of the Committee involved. The Departmental PTR Committee shall deliver its evaluation reports to the Department Chair by the deadline date set by the Department.

- The Department Chair will prepare a report for each Eligible Faculty Member and affix the reports to the PTR files. The Department Chair's report shall include a recommended Performance Rating, which shall not be binding upon the Dean or the Provost.
- The Department Chair will provide the Eligible Faculty Member with access to the complete PTR file, including all reports, and notify the Eligible Faculty Member that they have five calendar days to submit a rebuttal to be included in the PTR file. After the five-calendar day response period, the PTR files will be forwarded to the College Dean.

### PTR Evaluation Expectations and Criteria

The Departmental Policy and Criteria for Annual Evaluations shall serve in guiding the thought process and expectations in the determination of the performance rating for the PTR Evaluation. In view of the various kinds of contributions faculty members make during the course of their careers, departmental expectations must also be sufficiently flexible to embrace the variability of faculty interest, activities, and strengths. As PTR explicitly considers the Annual Assignments of each faculty member, expectations will weigh appropriately the full range of assignments a tenured faculty member may receive. It is expected that tenured faculty in the Department of Chemistry and Biochemistry contribute in meaningful ways to the areas of teaching, research, and service. The main sources of information to judge these contributions are the annual evaluations and the self-evaluation that is submitted as part of the PTR portfolio. Any problem areas should have been identified in the Chair's annual evaluations.

### PTR Evaluation Expectations

- Teaching: As defined by annual assignments, the faculty member must maintain dutiful teaching of assigned undergraduate and/or graduate courses, exhibit competence as demonstrated by student evaluations, peer review, and/or other evaluation vehicles, and actively mentor undergraduate and graduate students for timely graduation.
- Research: Faculty are expected to maintain an active research program to a degree that is concordant with the research FTEs in the annual assignments for the five-year period. Possible indicators of research activity include (but not limited to): articles in refereed journals; books authored or edited; book chapters authored; non-refereed scientific publications; grants awarded and research proposals submitted; presentations at scientific meetings and invited seminars; and, supervision of undergraduate and graduate students performing research. It is understood that not all research leads to a positive outcome in the form of a publication. Substantiated negative or inconclusive results can be described in the faculty member's self-evaluation and are considered part of the research activity.

- Service: As defined by annual assignments, the faculty member must duly serve on assigned departmental/college/university committees, and/or other administrative duties and events, and (as appropriate) show a continuing record of service in professional societies, at national and international scientific meetings or as a peer reviewer for scientific journals and grant agencies, and promote the interest and welfare of the Department, the College, and the University.

#### PTR Evaluation Criteria

- The overriding criteria for PTR evaluation are the faculty member's annual assignment and annual evaluation scores over the past five years.
- The PTR Committee and Chair shall consider that the faculty member's assignments and respective performance expectations may have changed over the past five years.
- The PTR Committee and Chair shall consider that the faculty member may have made contributions to the Department, the College, and the University in various ways over the past five years.
- The PTR Committee and Chair shall consider that the nature or form of the faculty member's contributions may have varied over the past five years.
- The PTR Committee and Chair shall consider that innovative and transformative research or teaching may take time to succeed and may sometimes fail.
- The PTR Committee and Chair shall consider that unusual or unpopular research, teaching, or service is not by itself sufficient cause for a negative evaluation.
- The PTR Committee and Chair shall consider any unique circumstances of each faculty member's areas of research, teaching, service, and/or academic administration in the context of overall performances by all tenured faculty members in the Department.