

DRAFT Post-Tenure Review Evaluation Guidelines and Criteria
Department of Urban and Regional Planning

Charles E. Schmidt College of Science

Florida Atlantic University

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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 FAU Post-Tenure Review Policy in compliance with Florida BOG regulation 10.003.

Each Unit (Department) shall establish criteria for evaluation of faculty undergoing PTR and the determination of a "Performance Rating"

"Performance Rating" means the following rating scale:

- **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 efforts to provide correction.

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 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 criteria from the faculty member's academic unit (see Articulation of Unit Expectations below),
- 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.

Departmental PTR Committee

- The Departmental PTR Committee shall be composed of all the tenured faculty members of the department serving in non-administrative roles, as defined by the Provost's policy.
- The Departmental PTR Committee is tasked to initiate the process of review and deliberation of all submitted PTR portfolios. The PTR Committee may request the Department Chair (or his/her designee) and the Dean of the College of Science (or his/her designee) to participate in its deliberations.
- 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.

PTR Evaluation Expectations and Criteria

The Departmental Policy and Criteria for Annual Evaluations and the Departmental Policy and Criteria for Promotion and Tenure will 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 weight appropriately the full range of assignments a tenured faculty member may receive.

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. Additionally, if applicable, other evaluation vehicles such as (but not limited to) DIS, DIR, or actively mentoring undergraduate and graduate students should be taken into consideration.
- Research: As defined by annual assignments, the faculty member must maintain assigned level of research activities, as demonstrated by publication of research results in refereed journals and/or at professional conferences, application for and/or attraction of research funding, and directing and training of undergraduate and graduate students performing research.
- Service: As defined by annual assignments, the faculty member must duly serve on assigned departmental/college/university committees and/or other administrative duties, engage in public service in various forms, provide 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.
- Ordinarily, persons receiving average annual evaluations of 3 or better over the 5-year evaluation period shall be regarded as having met expectations, and persons receiving average annual evaluations of 3.5 or better shall be regarded as having exceeded expectations.
- Any Personal Improvement Plan considered as part of post-tenure review shall have achievable targets that can be reasonably met during the plan's evaluation period.