



## **POST TENURE REVIEW (PTR) POLICY:**

### **FLORIDA ATLANTIC UNIVERSITY**

#### **College of Social Work and Criminal Justice**

The College of Social Work and Criminal Justice (CSWCJ) is driven to transform and empower individuals, families, and communities by advocating for justice, mobilizing resiliency and promoting excellence through education, research, and service. The College is a unique combination of two schools – the Phyllis & Harvey Sandler School of Social Work and the School of Criminology and Criminal Justice. The College prepares tomorrow’s social work and criminal justice leaders, scholars, practitioners, and policymakers to effect positive change in the world.

As engaged faculty, we contribute to the achievement of the College’s mission through excellence in teaching, meaningful research, and useful service to the University, our disciplines, and to our communities. The CSWCJ is devoted to teaching excellence, scholarly distinction, and community service that supports the public good, and it values the contributions of faculty as an essential component of our College’s mission. In keeping with CSWCJ's commitment to academic freedom, the application of the criteria enumerated in this policy will not be used to infringe the faculty member's academic freedom rights in their teaching, research, service, publications, participation in institutional governance, or statements as a citizen on topics of public concern.

### **CSWCJ PTR Guiding Principles**

Post Tenure Review (PTR) is a shared collegial process, as is Tenure/Promotion, of accomplishment, evaluation, and recognition. Tenure guarantees annual reappointment for the academic year until a faculty member voluntarily resigns, retires, is removed for just cause, or laid off. PTR provides an opportunity to assess faculty’s contribution and encourage faculty, provide faculty with mentoring and support in professional development where appropriate, and to recognize faculty for their ongoing and progressive accomplishments. To these ends, the faculty of the CSWCJ, in compliance with the requirements of the [Florida Board of Governors](#), the Florida Atlantic University [Board of Trustees](#) and the Provost’s memo on [Post-Tenure Review \(PTR\)](#) adhere to the following guidelines for PTR.

### **General Information**

The CSWCJ has approved a PTR policy, effective Spring 2024. The PTR requires that tenured faculty members receive a performance evaluation once every five years following the award of

tenure or their most recent promotion. The purpose of this evaluation is to document performance as a tenured faculty member during the previous five years of assigned duties and to encourage continued professional growth and development. The CSWCJ will operate within the university-level policy specified by the Provost's memo with certain adaptations to account for the complexity of our two schools. Faculty should refer to the university level policy and process for specific guidelines (e.g., PTR Outcomes, Appeals Process, etc.)

### **PTR Evaluation Schedule**

The office of the each of the school, the Dean's office and the Office of the Provost shall maintain a schedule of PTR evaluations listing all tenured faculty members in the College. The Dean's office shall notify faculty members and school Directors of upcoming PTR no less than six months in advance of the due date for the evaluation file, starting in AY 2024-2025. The Dean's office shall open PTR cases in Interfolio as soon as possible.

### **PTR File**

The CSWCJ PTR will be conducted based on a file containing a summary of the faculty member's activities, and history of professional conduct and performance of academic responsibilities to the University and its students during the entire five-year review period. The PTR file should contain the following, relevant documents 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 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 PTR published criteria from the faculty member's school (see Articulation of School Expectations below), and
- a brief (2 page) narrative from the faculty member.
- Other: copies of documents supporting accomplishments referenced in the CV and/or narrative (eg. SPOT evaluations; peer-teaching evaluations; award letters).

The PTR File should also include documentation regarding the faculty member's annual evaluations, and if applicable, substantiated non-compliance with state law, Board of Governors' regulations, and University regulations and policies within the scope of their University employment; unapproved absences from teaching assigned courses; and substantiated student complaints. As indicated in university-level policy, this information will not be reviewed by the PTR Advisory Committee, but it is to be reviewed by the Director and subsequent reviewers.

### **Obligation of Confidentiality**

The contents of each PTR file are to be kept confidential, pursuant to Florida law and University regulations and policies. All matters relating to individual post-tenure reviews will be regarded as confidential in nature. All faculty members who participate as members of the PTR Advisory Committee or otherwise advise on individual cases will take seriously their obligation to abide by this requirement.

## **School Responsibility**

Each School in the CSWCJ is required to develop and maintain their PTR policy. Each School shall review and revise the PTR process consistent with the CSWCJ and University policies; this shall occur at least every five years. Each School's PTR policy is provided in Appendix A of this document.

## **Participants, Responsibilities, and Process**

Eligible faculty members shall prepare and submit their completed PTR file, based on the aforementioned criteria and reporting requirements of the five-year review period defined above, to the school Director by the required date via Interfolio or the method specified by the University.

### ***PTR Advisory Committee***

The School Director will convene a PTR Advisory Committee consisting of a minimum of three professors in the eligible faculty member's School. For the review of associate professors, the PTR Advisory Committee shall consist of professors of at least associate rank in the eligible faculty member's School. For the review of full professors, the committee shall consist of all full professors in the School. Should there be fewer than three eligible professors in the School at the required rank, the PTR Advisory Committee will select professors within the college so that there are at least three professors at the appropriate rank or above serving on the committee.

The PTR Advisory Committee will review each PTR file, not including non-compliance or disciplinary documentation attached by the Director, and prepare a report for each eligible faculty member based on the criteria and report requirements of the five-year review period defined above. The PTR Advisory Committee's report shall include a recommendation of whether the faculty "meets expectations" or "does not meet expectations". Faculty will be given a five-business day response period to respond to any concerns they have about the report before it is finalized and submitted to the Director. The PTR Advisory Committee will affix their reports to the PTR files and return them to the Director after the five-day period. The PTR Advisory Committee's report shall not be binding upon the Director, the Dean, or the Provost.

### **Eligible Faculty Member's Director shall:**

- Review the following for each Eligible Faculty Member:
  - PTR file, including the School PTR Advisory Committee's report
  - personnel file, records of accomplishments and awards, annual evaluations, and faculty responses as applicable during the entire five-year review period.
  - any findings of a completed and substantiated inquiry or investigation of noncompliance with applicable laws, BOG and University regulations, and University policies within the scope of their University employment during the entire five-year review period.
  - any records of substantiated unapproved absences during the entire five-year review period, and
  - any disciplinary action issued by the School, College, and University during the entire five-year review period.

- Prepare a report for each eligible faculty member based on the aforementioned criteria and report requirements defined above and affix the reports to the PTR files. The Director's report shall include a recommended performance rating and shall not be binding upon the Dean or the Provost. The Director may accept, reject, or modify the PTR Advisory Committee's recommendation. This report shall include a written justification for any changes from the PTR's recommendation.
- 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 business days to submit a rebuttal to be included in the PTR file.
- After the five-business day response period, forward the PTR files to the College Dean.

**Eligible Faculty Member's College Dean shall:**

- Review the PTR file and items submitted by the eligible faculty member, the PTR Advisory Committee report, and the Director's PTR report and performance rating.
- Prepare a report for each eligible faculty member based on the aforementioned criteria and report requirements and affix the reports to the PTR files. The Dean's report shall include a recommended performance rating. The Dean may accept, reject, or modify the Director's performance rating. This report shall include a written justification for their performance rating and any changes from the Director's performance rating and shall not be binding upon the Provost.
- Provide the eligible faculty member with access to the complete PTR file, including all reports, and notify them that they have five business days to submit a rebuttal to be included in the PTR file.
- After the five-business day response period, forward the PTR files to the Provost's Office.

**Appendix A: Individual Schools' PTR**