

## VIII. POST-TENURE REVIEW

The Georgia State University Promotion and Tenure Manual stipulates that colleges conduct a cumulative review of tenured faculty members every five years. The manual states that the “primary purpose of the post-tenure review process is to assist faculty members with identifying opportunities that will enable them to reach their full potential for contribution to the University”.

The university manual provides a general structure for post-tenure reviews; each unit specifies its own guidelines. This document outlines the guidelines for the College of Arts and Sciences. The overarching aim in the college is to employ a formative process that will connect the review of prior work with on-going discussion of a faculty member’s goal setting, development, and workload profile.

According to the university manual, the review must involve at least one elected committee of tenured faculty of similar or higher rank. In the college, these reviews will be conducted in part by the three Area Committees on Promotion and Tenure. One area committee represents the humanities and fine arts, one the natural and computational sciences, and one the social and behavioral sciences. As specified in the college Bylaws, each standing committee is composed of faculty members elected by the area of the college it represents.

The review process begins five years after a faculty member’s most recent promotion and continues at five year intervals unless interrupted by one of the occurrences enumerated and described below, with approval of their department chair and the Office of the Dean.

1. Leave of absence:  
The five-year post-tenure review clock may be paused during the period that a tenured faculty member is on a university-approved leave of absence. The review clock resumes after the leave period ends.
2. Further promotion:  
The five-year post-tenure review clock is reset at the time when a tenured associate professor’s promotion to the rank of professor takes effect.
3. Impending candidacy for promotion within a year:  
Tenured faculty members who notify their chair of their intent to be considered for promotion to the rank of professor in the academic year of their scheduled post-tenure review will be exempted, unless the faculty member does not go through the promotion review as planned.
4. Full-time administrative appointment:  
Faculty members with tenure in designated administrative positions will not be subject to post-tenure review. At such time when a faculty administrator returns full time to the faculty, she/he will be placed into the post-tenure review cycle and will be evaluated under those guidelines as a faculty member in the fifth year following the return to the faculty and at subsequent five-year intervals.
5. Impending retirement:  
Faculty members who plan to retire and formally notify the Office of the Dean prior to January of their scheduled review year are exempt from review.

Promotion and Tenure Area Committee members going up for post-tenure review must be excused from their committee seat during the period of their review. The college faculty will elect a

temporary replacement from among the remaining eligible full professors in the candidate's home department to serve on the area committee. If none are available, the dean, in consultation with the candidate, the candidate's chair, and the area associate dean, will appoint a full professor from the area at large. In cases where all eligible full professors in a department, including an area committee member, are scheduled to go through post-tenure review in the same cycle, the reviews must be staggered such that the current area committee member's review is postponed one year while he or she serves as the department's representative on the area committee. The candidate in this scenario would be temporarily replaced on the area committee the following year during the period of their review, as described above.

Candidates will be evaluated in professional development (i.e., research, scholarship, and creative activity), teaching, and service, using the terms *outstanding*, *excellent*, *very good*, *good*, *fair*, and *poor*. The evaluations will be based on the information submitted and will take into account expectations appropriate to the rank of full professor, the standards of the candidate's discipline, and the mission and resources of the department. Guidelines for the application of the terms *outstanding*, *excellent*, *very good*, *good*, *fair*, and *poor* as they apply within the candidate's field are specified in an appendix to each department's promotion and tenure guidelines. As part of this process, candidates at the rank of associate professor will be evaluated on evidence that his/her current trajectory in both professional development and teaching will support successful progress toward the rank of professor. As stipulated in the college's graduate faculty policy, the dean's assessment will include a recommendation to the provost on whether or not to renew the faculty member's Graduate Research Faculty status. This recommendation will be made in consultation with the department chair and will be based on the overall review and the criteria for current scholarly productivity defined in the university policy on graduate faculties.

By the second Friday in February the candidate will submit to his or her department chair a dossier that includes an updated curriculum vitae, annual reports from the last five years, copies of publications/creative works, a teaching portfolio, documentation of service performed, as well as a two- to three-page statement that summarizes accomplishments in professional development, teaching, and service over the past five years and outlines current professional development and teaching projects and plans for the next five years.

For each faculty member undergoing review, the chair/director will provide to the college area committee his/her assessment of effectiveness in teaching, research, and service and the chair's perspective on the faculty member's written statement. The chair will also provide the committee with all of the candidate's submitted materials. The committee will provide a written report of its review to the Office of the Dean by the end of April. After adding a one page letter of analysis, the dean will forward all materials to the Provost. In accordance with university guidelines, faculty will receive from the Office of the Dean a copy of the entire review, including any comments from the Provost, once it is completed.

After completion of all assessments, a conference will be held between the dean, the appropriate area associate dean, the chair, and the faculty member. This conference will focus on the findings of the post-tenure review process and on the faculty member's professional and instructional goals for the next five year period. The associate dean, in consultation with the chair, will be responsible for monitoring progress through the regular process of annual faculty evaluations. Revisions to the faculty member's workload profile may also be discussed in the meeting when warranted.

As required in the university manual, in cases where the faculty member receives a college rating of *very good* or lower in professional development or teaching, he or she will work with the chair to produce a written plan that includes meaningful outcomes in professional development and/or teaching. The purpose of the plan is to provide an agreed-upon path for associate professors to progress toward promotion to the rank of professor or for current professors to meet the standard for the rank of professor. The chair will submit the plan for approval to the associate dean within 30 days of the conference. The faculty member's progress toward the outcomes included in the plan will be evaluated by the college within 12 to 18 months following the conference as part of the annual evaluation process.

Faculty at the rank of professor who receive college ratings of at least *excellent* in the categories of professional development and teaching and at least *very good* in the category of service may be eligible for a one-semester workload adjustment through the Post-Tenure/Promotion Recognition of Faculty (PROF) program, contingent upon the availability of funds. Further details can be found in the college's PROF policy ([http://www2cas.gsu.edu/docs/faculty/as\\_prof.pdf](http://www2cas.gsu.edu/docs/faculty/as_prof.pdf)).