

approved

7.6 Post-Tenure Review Policy

Criteria

The Board of Regents has mandated that each unit of the University System of Georgia develop and implement procedures for conducting post-tenure reviews of all faculty. The main objective of the reviews is to enable each faculty member to reach his/her full potential in service to East Georgia College. This review should be a positive part of each faculty member's career development. In keeping with the mission of East Georgia College, each faculty member will be evaluated according to the following criteria:

1. Teaching
2. Service to the Institution and Community
3. Academic Achievement
4. Professional Growth and Development.
5. Other. This is a category that allows a faculty member to submit for evaluation activities, such as judging in academic contests and other activities that do not fit into the first four categories.

With the understanding that teaching is of primary importance at East Georgia College, noteworthy achievement need not be demanded in criteria 2, 3, and 4 but should be expected in at least one of them.

Frequency

According to policies of the Board of Regents, faculty will undergo review every five years after being granted tenure. Each year a portion of the tenured faculty will undergo post-tenure review. The process cycle was begun with a random drawing to determine the year of review. The fifth year will be used to evaluate faculty members who achieve tenure after the process began. Faculty members will be informed as to the year of their review by the chair of the three-member Steering Committee during the fall term of their fifth year.

Administration

There will be a three-member Steering Committee appointed by the vice president for academic affairs and student services to resolve questions and difficulties. The committee will be appointed for a period of three years. The Faculty Review Board will consist of all tenured faculty members.

Methodology

The faculty member being reviewed may select a member of the Faculty Review Board to serve as chair of the Review Panel. Two other tenured faculty will be chosen by a random drawing conducted by the Steering Committee. The chair will be responsible for convening the panel, making assignments, keeping the minutes, and communicating the results only to the faculty member, the division chair, and the vice president for academic affairs and student services.

To document accomplishments pertaining to the criteria, each faculty member will submit to the Review Panel a portfolio containing the following information in the order listed and tabbed for ease of reference. To help ensure completeness of the faculty member's portfolio, an informal review will take place at the division level prior to the official review.

1. A letter of evaluation from the immediate supervisor.
2. A current curriculum vitae.
3. A summary of student evaluations from one class per year for the past five years.
4. Annual reports for the past five years.
5. A copy of evaluations from the division chair for the past five years.
6. A realistic career development plan for the next five years.
7. Any additional information the individual wishes to submit.

If, after examining the material submitted by the faculty member, the Review Panel feels there are significant omissions, the faculty member will be informed and given the opportunity to fill in the missing data.

By majority vote, the Review Panel will determine whether the faculty member's performance is satisfactory or unsatisfactory.

Outcomes

At the conclusion of the review, the Review panel will report its decision to the Vice President for Academic Affairs and Student Services. If the Vice President for Academic Affairs and Student Services agrees with the decision of the Review panel, he/she will notify the faculty member, the division chair, the chair of the Steering Committee, and the President that the review has been completed and also the result of the review.

If the Vice President for Academic Affairs and Student Services does not agree with the decision of the Review Panel, he/she will give his/her points of disagreement to the Review Panel in writing and ask that they reconsider the faculty member's portfolio. If there is further disagreement, the Steering Committee will look at the portfolio and make the final determination on the portfolio. In any case, the faculty member, the division chair, the chair of the Steering Committee, and the President will be notified of the outcome of the review by the Vice President for Academic Affairs and Student Services.

If performance is deemed to be unsatisfactory, the faculty member will, in consultation with the division chair, establish a two-year plan of development, which may incorporate features of the five-year plan but will address deficiencies noted in the evaluation. After two years, the faculty member will be evaluated again under the guidelines of this procedure. If the evaluation is again unsatisfactory, the Vice President for Academic Affairs and Student Services in consultation with the division chair will propose a plan of action to the President.

Appeals

A faculty member has the right to appeal an evaluation to the full Faculty Review Board, diminished by the three faculty who constitute the Review Panel. The appeal must then go to the Steering Committee and finally to the vice president for academic affairs and student services. The appeal may encompass any action that has been taken, including an unsatisfactory evaluation, the development plan, or the evaluation of progress after the third year.