

Revised Policy

This policy aligns with UNC Policy 400.3.3.1 [R], Regulation on Post-Tenure Review adopted 03/26/24; UNC Policy Manual 400.3.3 Adopted 01/25/24; and Guidelines on Performance Review of Tenured Faculty, 400.3.3.1 [G], adopted 8/17/15. The policy replaces Post-tenure Review referenced in Chapter V and Appendix B-3, both contained in the Faculty Handbook (Academic Affairs Policies) first approved on April 21, 2007 and Revised April 8, 2011 and July 20, 2018.



NORTH CAROLINA A&T STATE UNIVERSITY

CHAPTER 300 – ACADEMIC AFFAIRS

ADMINISTRATIVE POLICY AP324, POST-TENURE REVIEW

SECTION AP324.1 POLICY STATEMENT

North Carolina Agricultural and Technical State University (“NC A&T” or “University”) has a responsibility to offer high quality teaching, research (including scholarship and creative works) and service. Each constituent institution is required to facilitate continuous academic excellence and professional development among tenured faculty.

SECTION AP324.2 PURPOSE

This Policy provides requirements and expectations for the review of tenured faculty, consistent with the University’s mission and objectives, in order to ensure a cumulative, holistic, and comprehensive periodic evaluation of tenured faculty performance designed to:

- (1) Assist faculty members in meeting the University’s performance expectations;
- (2) Recognize and reward exemplary performance when faculty members exceed expectations;
- (3) Provide a clear plan and timetable when faculty do not meet expectations; and
- (4) Provide for the imposition of appropriate sanctions when faculty members fail to develop or meet the goals established in the Faculty Success Plan.

SECTION AP324.3 SCOPE

This Policy applies to all full-time NC A&T tenured faculty. Faculty members classified as Exempt Professional Staff (“EPS”) in leave-earning positions (formerly Senior Academic Administrative Officers/SAAO or full-time directors) or who are in other leave-earning positions are exempt from post-tenure review while serving in full-time administrative roles. The post-tenure review cycle will begin if and when these personnel are no longer serving as EPS/SAAOs, or full-time directors. If a faculty member whose post-tenure cycle has begun moves into a full-time administrative role (EPS/SAAO or full-time directors), the cycle will be paused until (and if) the faculty member is no

longer serving in a full-time administrative role.

SECTION AP324.4 DEFINITIONS

- (1) “Academic unit” means academic department, professional school, or an equivalent constituent unit of an institution.
- (2) “Full Time Equivalent (FTE)” means a workload that represents a full-time effort comprising requirements for teaching, research and service loads as required for tenured faculty.
- (3) “Faculty Success Plan” means a formative strategy that includes specific steps and timelines designated to implement actions to improve performance toward established departmental goals and guidelines.

SECTION AP324.5 PERFORMANCE REVIEW COMMITTEE

- (a) A Performance Review Committee (“PRC”) must conduct post-tenure review and provide evaluations of faculty under post-tenure review at the department level.
- (b) Three tenured faculty in the department must be elected to serve on the PRC. If the department does not have three tenured faculty, then tenured faculty from other departments may be appointed to serve.
- (c) Once elected, the PRC members must select a member to chair the committee. The committee chair is responsible for conducting meetings, reviews, discussions, and submitting the post-tenure summary template in accordance with the post-tenure review schedule.
- (d) Faculty up for post-tenure may not participate in the nomination and election of PRC members.
- (e) Full-time administrators are not eligible to serve on the PRC.
- (f) The PRC must consider the all annual evaluations conducting during the five-year period. If applicable, any Faculty Success Plans required during the five-year period must be included in the evaluation.
- (g) The PRC must consider the five-year plan developed after the last post-tenure review period.
- (h) The PRC must apply one of three assessment categories to each performance area - teaching, research, and service; and a final overall rating will be combination of these individual assessments. The categories for the final overall assessment are defined as follows:
 - (1) Overall “**Exceeds Expectations**” is a rating used when the faculty member consistently and considerably surpasses established goals in the faculty member’s annual and long-term work plans. This rating used if the faculty member:
 - a. exceeds expectations in both teaching and research, while meeting or exceeding expectations in service; or
 - b. exceeds expectations in both teaching and service, if the service is determined to be *extraordinary, transformative* and aligned with long-

term University mission and goals; while meeting or exceeding expectations in research.

- (2) Overall **“Meets Expectations”** is a rating used when the faculty member consistently achieves and may occasionally surpass established goals in the faculty member’s annual and long-term work plans and is used if the faculty member:
- a. meets expectations in teaching, research and service; or
 - b. exceeds expectations in teaching, research or service, and meets expectations in the other two categories.
- (3) Overall **“Does Not Meet Expectations”** is a rating used when the faculty member does not consistently achieve established goals in the faculty member’s annual and long-term work plans and is used if a faculty member fails to meet expectations in any one or more of the three performance areas (teaching, research, or service).
- (i) Faculty receiving an overall rating of “Exceeds Expectations” will receive a letter of commendation from the Provost (with copies to the Dean and Department Chair), public recognition, recognition at the Annual Celebration of Faculty Excellence, and contingent upon budget availability, a fixed dollar amount as a one-time bonus. The post-tenure review cycle concludes when a faculty member receives an overall “Exceeds Expectations.”
- (j) Faculty receiving an overall “Meets Expectations” will receive a letter from the Provost communicating the decision. The post-tenure review cycle concludes when a faculty member receives an overall “Meets Expectations.”
- (k) A faculty member receiving an overall “Does Not Meet Expectations” will receive a letter from the Provost communicating the decision and required actions. The faculty member must address each deficiency identified in the evaluations submitted by the PRC, Department Chair and Dean, and must develop a Faculty Success Plan in consultation with the Department Chair. The Faculty Success Plan must describe and outline specific steps for improvement, a specified timeline in which improvement is expected to occur throughout the upcoming academic year, and a clear statement of consequences if improvement does not occur within the designated year. The Faculty Success Plan must be submitted on or before the first day of the fall semester in which the faculty member reports for the next academic year.

SECTION AP324.6 POST-TENURE REVIEW CRITERIA AND CONSISTENCY

Section AP324.6.1 Post-Tenure Requirements

- (a) Full-time tenured faculty must have post-tenure review at least every five years following the conferral of permanent tenure. A successful review for promotion to professor qualifies as a cumulative performance review; the next post-tenure review will occur five years after the conferral of tenure or promotion, regardless of the date of any preceding review. If a review for promotion in rank to professor is not successful, a post-tenure review must be conducted in the next annual cycle.
- (b) At the beginning of the post-tenure review cycle, the faculty member, in consultation with the Department Chair, must develop a five-year plan (aka, long-term plan), outlining goals in teaching, research, and service.

- (1) The five-year plan should align with the faculty workload plan, which can be modified based on the five-year plan and goals.
 - (2) The five-year plan can be modified annually by the faculty member, in consultation with the Department Chair, as appropriate based on changes in institutional, departmental, or personal circumstances.
 - (3) The five-year plan must clearly identify milestones aligned with the annual performance reviews.
- (c) Annual performance reviews must align with the post-tenure review goals and guidelines of each department. The annual performance reviews may inform post-tenure review, but the post-tenure review is an additional summative evaluation. Justification must be given if the PRC's findings differ substantially from the findings of the annual performance reviews.
- (d) Criteria for evaluation of performance must be based on the department's post-tenure goals and guidelines that have been approved by the Department Chair and Dean.
- (e) Faculty members under post-tenure review must submit materials that include the department's post-tenure review goals and guidelines, the five-year plan, application for post-tenure review, curriculum vitae, annual performance evaluation letters, evidence of performance in teaching, research (or creative works), service, and a self-assessment narrative describing accomplishments in teaching, research (or creative works), and service during the five-year period.
- (1) Evidence of teaching should include a summary of Student Feedback on Faculty Instruction, summary reports from peer assessment of teaching effectiveness, self-assessment of teaching, and the workload.
 - (2) Faculty members must provide all documents, materials, and statements relevant and necessary for review in accordance with department guidelines. Materials submitted by the faculty member under post-tenure review must present enough information to allow the PRC to conduct a comprehensive review based on evidence of teaching, research, creative works, professional growth, and service to the University and the broader community.
- (f) Post-tenure reviewers must evaluate all aspects of the faculty member's professional performance, and must consider workload in the evaluation to ensure appropriate evaluation based on the relevant application of workload.
- (g) The post-tenure review process must include written feedback to the faculty member being reviewed and a mechanism for the faculty member to respond to the evaluation.
- (h) The faculty member must be given an opportunity to provide a written response within 7 days for each evaluation that is submitted throughout the process, which includes the PRC's report, the Department Chair's evaluation and the Dean's evaluation. Any written response from the faculty member must be included with the PRC report submitted to the next highest administrative level. If the faculty member submits responses to the Department Chair or Dean's evaluations, the responses will be included when the

evaluations are submitted to the next highest level.

- (i) Other than relief available through an institutional grievance process, the Dean's post-tenure evaluation rating is the final rating, and this rating is reported to the UNC System Office.
- (j) A faculty member whose overall performance has been found to show substantial deficiencies and for whom a Faculty Success Plan has been recommended will have the right to appeal the findings of the PRC and the recommendation for a Faculty Success Plan to the next highest level administrative officer beyond the unit head.
- (k) In the case of a faculty member who fails to submit or complete a Faculty Success Plan, and whose performance continues to be deficient, the Department Chair should notify the Dean in writing. The Dean will consider whether grounds for dismissal or other disciplinary actions exist. The Dean will then recommend actions to the Provost.
- (l) Faculty members may grieve matters related to post-tenure review to the Faculty Grievance Committee under Section 607 of the *Code of the University of North Carolina* during their term of employment.

Section AP324.6.2 Exceptions to Post-Tenure Requirements

- (a) The five-year post-tenure review application deadline may be extended for a faculty member on approved absence or leave. The deadline may be extended for the length of the approved absence or leave; or alternatively, extended up to one year with significant justification. A faculty member must submit an extension request in writing and include a justification supporting extenuating circumstances. The Department Chair must submit their recommendation to the Dean, who will submit their recommendation to the Provost. The Provost will review the recommendations, approve or decline the recommendations, and will communicate the decision in writing to the faculty member, Department Chair and Dean.
- (b) To the extent possible, all requests for extensions due to extenuating circumstances must be submitted on or before the last day of classes in the spring semester prior to the post-tenure review cycle.

SECTION AP324.7 ROLES AND RESPONSIBILITIES

- (a) The Provost and Executive Vice Chancellor shall:
 - (1) Assign responsibility for developing and acquiring faculty inputs on the uniform tools, templates, timetables, documents, procedures for post-tenure review, Faculty Success Plans and grievance procedures to the Office of the Senior Vice Provost, Office of Faculty Affairs and the Office of Strategic Planning and Institutional Effectiveness;
 - (2) Develop a schedule for post-tenure review and release the schedule no later than May 1st of the spring semester prior to the fall post-tenure review process;
 - (3) Develop a template for faculty feedback during the post-tenure review process;

- (4) Annually verify the eligibility of all faculty who may serve on Performance Review Committees.
 - (5) Review and provide final approval of variations on the requirements;
 - (6) Conduct annual training at least once every five years for personnel participating in post-tenure review as applicants and reviewers.
 - (7) Maintain records of training and renewals for faculty participating in post-tenure review as applicants and reviewers.
 - (8) Provide a summary report of annual post-tenure review results as required by the UNC System after certification of the results by the Deans.
- (b) The Dean of each college or school must:
- (1) Provide awareness of the post-tenure review schedule and processes through college- or school-wide meetings and department meetings;
 - (2) Publicize and make available the schedule for post-tenure review immediately upon receipt from the Office of the Provost;
 - (3) Develop processes to track and manage the use of uniform tools, procedures, timelines, and the associated compliance requirements for post-tenure review;
 - (4) Ensure that elections of PRCs occur in the spring semester prior to the fall post-tenure review schedule;
 - (5) Report the membership of PRC committees to the Office of the Provost no later than the last day of the spring semester;
 - (6) Require that Department Chairs verify and inform all faculty in writing who will undergo post-tenure review no later than the end of the spring semester prior to the fall post-tenure review schedule;
 - (7) Conduct an evaluative review of the faculty member using the PRC report and Department Chair's evaluation and submit a letter to the Provost to communicate the results of the review of the faculty member. The Dean's letter is the final post-tenure evaluation rating;
 - (8) Submit decision letters with a clear concurrence or non-concurrence for teaching, research, service, and an overall rating, including a clear rationale based on review of the PRC report, verification of the departmental guidelines, and evaluation of the materials submitted by the faculty member;
 - (9) Approve the department's post-tenure goals and guidelines;
 - (10) Notify the faculty member by letter of the faculty member's final post-tenure evaluation rating and send a copy of the letter to the Provost and Executive Vice Chancellor for Academic Affairs with the following: department standards, copy of the PRC report, Department Chair's evaluation, Dean's evaluation, and any correspondence from the faculty member, Department Chair, and/or PRC members;
 - (11) Review and make recommendations to the Provost regarding faculty requests for exceptions to the post-tenure review timelines.
- (c) Department Chairs must:
- (1) Communicate awareness of the upcoming post-tenure review schedule to faculty through department-wide meetings;
 - (2) Track the review cycles for faculty and notify, in writing, all tenured faculty required to undergo post-tenure review in the upcoming fall semester no later than one week after the

- May 1st release of post-tenure review schedules from the Office of the Provost;
- (3) Conduct an evaluative review of the faculty member in the post-tenure review process and submit a letter to the Dean to communicate the results of the review of the faculty member;
 - (4) Meet with the PRC to discuss the PRC's post-tenure evaluation of the faculty member;
 - (5) Submit decision letters with a clear concurrence or non-concurrence with the PRC for teaching, research, service, and an overall rating, including providing a clear rationale based on review of the PRC report, verification of the departmental guidelines, and evaluation of the materials submitted by the faculty member.
 - (6) Approve and ensure departmental post-tenure review goals and guidelines are regularly updated, aligned with the University's mission and goals, and disseminated to faculty members;
 - (7) Ensure departmental development of post-tenure goals and guidelines that serve to facilitate faculty excellence in teaching, research, service, and the University's mission and goals; and
 - (8) Review and recommend to the Dean regarding faculty requests for exceptions to the post-tenure review cycle or schedule.

SECTION AP324.8 COMPLIANCE

Non-compliance with this Policy may result in the imposition of sanctions, reduction in rank, and/or termination.

POLICY HISTORY:

Eff. November 15, 2024

AUTHORITY: Chancellor

POLICY OWNER: Provost and Executive Vice Chancellor for Academic Affairs

RESPONSIBLE OFFICE: Office of the Provost and Executive Vice Chancellor for Academic Affairs

RESOURCES:

[UNC Policy 400.3.3, Performance Review of Tenured Faculty \(Post-Tenure Review\)](#)

[UNC 400.3.3.1\[R\], Regulation on Performance Review of Tenured Faculty \(Post-Tenure Review\)](#)

[UNC Policy 400.3.3.1 \[G\], Guidelines on Performance Review of Tenured Faculty](#)

[Administrative Policy AP321, Faculty Workload](#)