

## **PROCEDURE FOR POST-TENURE REVIEW**

Approved by the CD

19/12/2019

In line with the Personnel Policy - Faculty Section, the Post-Tenure Review process (PTR) would be initiated in cases where a tenured faculty member has clearly defaulted on the basic professorial duties related to research, teaching, and/or service. Prior to initiating PTR, the school dean is required to inform the faculty member in writing, and request that the shortcomings be addressed within a period of one academic year. Failure to demonstrate improvement would subject the faculty to a PTR. Tenured faculty are not subject to PTR within the first five years after receiving tenure. Faculty serving in administrative positions are subject to PTR based on expectations consistent with their allocated administrative duties. The intent of this process is developmental and not punitive.

There are 3 key components for Post-Tenure Review:

### A. Teaching Effectiveness

Faculty are subject to evaluation in this area through the assessment of their department chair, student course evaluations, and review of their course files by the PTR Committee.

### B. Research Productivity

Research productivity is evaluated differently in each school, based on the particularities of the specific discipline within the school. Research productivity is by default measured in relation to the promotion criteria in effect for that particular discipline. The guidelines for assessing 'productivity' in this area would be consequently developed in relation to the promotion criteria, while emphasizing the importance of quality, innovation, and relevance to the discipline. Research productivity will be assessed over a period of 5 years back from the date of the review.

[Each school will include the expected delivery in an appendix to these guidelines]

### C. University Service

University service is evaluated by the department chair and/or school dean. University service will take into account service on university committees and councils, community service, extra-curricular initiatives, service on professional bodies, etc.

## **I. Post-Tenure Review Committee**

The Post-Tenure Review Committee (PTRC) will be appointed by the dean in consultation with the concerned department chair. As such the concerned department chair shall not serve on the

PTRC. The PTRC shall be composed of tenured faculty members with an active record in research. In the event that no faculty members within the concerned school are available to serve on the PTRC, the school dean may request assistance from other school deans, for faculty members from their school to serve on the PTRC. The total number of faculty members serving on the PTRC shall be an odd one.

The PTRC will conduct its review based on the documents submitted to evaluate the faculty member's performance in the area(s) of Teaching, Research and Service. This evaluation is made with respect to the expected performance standards outlined above, and according to specific school guidelines for research.

Upon completion of the evaluation process, the PTRC will submit to the school dean a written assessment of the faculty member's PTR report. The school dean will review the faculty member's PTR report and make an independent overall assessment of the faculty member's performance, based on the evaluation of the PTRC. The school dean may consult with the PTRC and the department chair prior to completing his/ her assessment. The school dean's assessment will be shared with the concerned faculty member, the PTRC, and the department chair, and forwarded with all supporting documents to the Provost.

## **II. Post-Tenure Review Required Documentation**

To assess a faculty member's five-year cumulative performance, the following documents shall be provided to the PTRC by the faculty member:

- A current CV along with any supporting documents.

In addition, the school dean shall provide the PTRC with the following documents:

- A copy of the annual evaluations of the faculty member;
- The faculty evaluation forms of the past five years; and
- Any other documents that the school dean deems relevant.

## **III. Post-Tenure Review Results**

The PTR results will fall into one of the 2 cases below:

- Satisfactory [with possible areas requiring some improvement]
- Unsatisfactory performance [outlining specific lacunas or issues]

The PTRC shall include in its report, a recommended 'development plan' with specific goals to be met that relate to the areas requiring improvement within a timeframe of two years, at the end of which the goals are expected to be met.

The PTR report will be submitted to the dean who will share it with the concerned faculty member, with a copy sent to the Provost for any follow-up. Faculty members who have undergone this review process and successfully addressed the shortcomings at the end of the two-year period would not be subject to PTR within the next five years.

**Appendix. Publications and research requirements over the preceding 5-year period:**

- A minimum of 3 publications within a faculty's niche area(s) and in appropriately robust venues for benchmark literature to the field of faculty's teaching, practice or fields of expertise, and where the faculty is a major contributor (i.e., being first or co-first, or last and corresponding) on all of the 3 publications.
- Out of the 3 publications, 2 must be original research papers published in peer-reviewed high-quality journals (Q1 or Q2, in JCR® or Scopus®). The third publication can be a review paper (published in Q1 or Q2 or Q3, in JCR® or Scopus®) or a book chapter in a peer-reviewed book of a reputable publisher.