

Five-year post -tenure review evaluation process

The purpose of the five-year post tenure review is to assure that tenured faculty members are growing as teacher-scholars and contributing to the welfare of the College community.

1. The first five-year review will take place in the 11th semester after receipt of tenure and every five years thereafter until a faculty member is promoted to professor. The faculty member will then be reviewed every five years following promotion to professor.
2. The faculty member under review will compile an evaluation file documenting accomplishments in the areas of teaching, scholarship and service. The file must include a current CV (I2), comprehensive self-report (I3), College's approved student evaluations (I9a), course material (I9c), materials documenting scholarly, professional and/or creative activities (I10), and materials documenting service to the College (I11).
3. The provost will review the file and meet with the faculty member. The provost will communicate in writing the decision regarding the merit evaluation award to the faculty member under consideration. The letter will become part of the evaluation file.
4. The faculty member under review will have one week after receiving the provost's letter to submit a written response (if desired) to that letter to the president. This response will be attached to the decision of the provost and will become part of the faculty member's file.
5. The president shall review the file, the decision of the provost and the faculty member's letter of response to the provost. The president will make the final decision regarding the appeal of the faculty member regarding the evaluation and communicate this decision in writing to the faculty member.
6. Should a faculty member elect to be considered for promotion to associate professor or professor at the time that the five-year review would take place, that evaluation will replace the five-year review. However, the faculty member will still be eligible for the five-year review merit award in addition to the promotion merit award.