

CALS POST-TENURE REVIEW COMMITTEE – AUDIT PROCEDURES

University guidelines require a college-level audit of twenty percent of tenured faculty evaluations each year by an elected or appointed college peer committee. Over a five-year period, all tenured faculty will have been included, with the exception of those newly tenured (within the last 3 years). The committee “checks the adequacy, fairness and integrity of the process” and makes appropriate recommendations to the unit head. If necessary, the committee may recommend that the assistant dean refer files back to the unit.

Post-tenure Review Committee Makeup

- 1) The CALS Post-Tenure Review Committee is comprised of seven elected representatives
- 2) Committee members serve staggered three-year terms
- 3) Committee members sign confidentiality agreements upon election for three-year terms
- 4) Members represent the biological sciences (3), natural sciences (2), and social sciences (2)
- 5) Each January, nominations are solicited from unit heads to develop a list of candidates to replace those whose terms have expired. Elections are held in the spring semester if necessary
- 6) The committee elects a new vice chair during the initial meeting; the elected vice chair in turn becomes chair the following year

Committee Audit Process

- 1) The committee holds an initial meeting to discuss procedures (in late April or early May) and to elect a vice chair (who will serve as chair the following year). The current chair is responsible for coordinating and scheduling this meeting to ensure all members are present. The facilitator will coordinate a location for this meeting.
- 2) The Assistant Dean for Faculty Advancement requests audit packets from the CALS Unit Heads (due May 15) to include *all* materials that are used for their annual review processes, as these differ from unit to unit. A checklist will be provided to all Unit Heads to ensure completeness of the submissions from each unit.
- 3) Once all packets have been received, the chair assigns each member of the committee packets to review prior to the Audit Meeting (in August).
- 4) Each committee member will review packets from one to four units (except their own unit), and will review approximately six or seven faculty packets in total. If possible, members are assigned the same units each year during their tenure on the committee to facilitate comparison with prior years. Members are given electronic access to their assigned packets, to audit materials, and to UA Vitae for access to all records that the unit committees/head may have referenced in conducting their review.
- 5) Each packet must be reviewed by two members. Committee members are asked to review all materials provided by units and assess whether evaluations appear to be consistent with unit guidelines; however, committee members *do not* assess the actual rating. The committee and chair may develop a method for assessing each individual faculty packet and for documenting notes for later discussion; audit forms are provided for optional use.

- 6) All members will review the packets of any faculty who received an unsatisfactory (1) rating in any one area, or overall score of unsatisfactory (1). These cases require a formal improvement or development plan per applicable university policies.
- 7) The chair and vice chair will review as many packets as possible (except their own unit), including packets received for current committee members.
- 8) If necessary, the committee may refer files directly back to unit peer committees.

Committee Audit Results and Reports

- 1) The committee meets in August to discuss their findings (preferably the week before classes start). The chair is also responsible for coordinating and scheduling this meeting to ensure all members are present. The facilitator will coordinate a location for this meeting.
- 2) The committee will send a letter to each unit head individually. Final unit letters should include committee findings, overall assessment, and specific suggestions to improve their process or note areas that are well done. The chair will also provide the assistant dean with copies of the final letters sent to each unit.
- 3) By September 15, the chair will prepare and submit an official report to the assistant dean (template is provided), noting areas that may require attention or improvement and any overall recommendations.

Other Committee Work

- 1) In the rare instance when there is an appeal of a tenured faculty evaluation, the dean may ask the committee for advice before ruling on the appeal. The committee would most likely schedule a special meeting to address an appeal.

Please direct any committee questions and concerns to the current committee chair and/or the committee facilitator. Suggestions for procedural improvements are always welcome.