**Revisions to Departmental Promotion & Tenure Guidelines and**

**Instructions for Incorporating University PTR Procedures into Departmental Guidelines**

**Instructions for Academic Unit Chairs and Directors:**

In accordance with the Procedures for Post-Tenure Review (PTR) at Portland State University (PSU), dated June 1, 2015, hereafter referred to as University PTR Procedures, you, in collaboration with your faculty, are expected to **add** a section about PTR to the end of your department’s promotion and tenure (P&T) guidelines.

Included below is:

* Information taken from the University PTR Procedures that you *may* choose to include in your department guidelines.
* Language that *must* be created by the department and added to your department P&T guidelines per University PTR Procedures, as denoted by an action word in bold.
* Language that is in the University PTR Procedures and must be included in your department P&T guidelines. This language is already provided in the template and cannot be changed. All section headings from University PTR Procedures should be used in departmental guidelines.

**Note:** *The University PTR procedures take priority and additions or modifications within your departmental guidelines may not contradict those approved by the Faculty Senate. Updates to your P&T guidelines must be approved by your dean and submitted to the Office of Academic Affairs for review by* ***December 7, 2015****.*

**Professional Development Plan (PDP) Note:** Training for developing and administering PDP will be provided by the Office of Academic Affairs (OAA).

Revisions to **REQUIRED: Department Name** Promotion & Tenure Guidelines

# Post-Tenure Review Goals

## The goals of post-tenure review are:

## to assure that individual faculty members work responsibly within their units to ensure that unit contributions are shouldered equitably. A key aspect of this process is collaboration in aligning each faculty member’s career path with unit missions while upholding academic freedom and a faculty member’s proper sphere of professional self-direction;

## to be a collegial, faculty-driven process that supports faculty development;

## to recognize and motivate faculty engagement.

**OPTIONAL:** Add other goals pertinent to the discipline, professional association and/or accreditation requirements.

# Guidelines and Eligibility

AAUP-represented tenured faculty members, tenured department chairs/unit heads and program directors in the department of **REQUIRED: Department Name** must undergo PTR every five years after the award of tenure. Please consult page 7 of the Procedures for Post-Tenure Review (PTR) at Portland State University (PSU), dated June 1, 2015, hereafter referred to as University PTR Procedures, for additional details regarding eligibility as well as conditions for deferring or opting out of PTR.

**OPTIONAL:** Add any department specific instructions.

# Funding of Post-Tenure Review Salary Increases

## Refer to University PTR Procedures, pages 7 and 8.

# Post-Tenure Review Cycle and Timelines

## Refer to PTR Review Cycle and Timelines, University PTR Procedures, pages 8 and 9.

# Departmental Authority and Responsibility

**REQUIRED:** Obtain written agreement and include information specifying which department is responsible for PTR for any faculty with an appointment divided between two or more departments.

For more information regarding departmental responsibility in the PTR process, refer to University PTR Procedures, pages 9 and 10.

# Procedures for Post-Tenure Review of Tenured Faculty Members

## Notification

## Notification of eligibility must occur by June 1st of each year beginning in 2016. Refer to the timeline (pages 8 and 9) and the narrative (page 10) of University PTR Procedures for notification dates.

## Dossier

## Refer to page 10 of the University PTR Procedures for information regarding materials to be included in the dossier.

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## **OPTIONAL:** Consider requiring or suggesting other materials to include in the dossier that are tailored to the department’s disciplinary perspective.

## Post-Tenure Review Committee

### Composition

### The department/unit will create a PTR Committee for each faculty member under review. This committee will consist of three (3) people. One of those selected will be from a list of three faculty members submitted by the faculty member under review.

**REQUIRED: Specify** how the PTR Committee member will be selected from the list of 3 faculty members submitted by the faculty member under review.

**REQUIRED: Provide** guidelines for selection of the 2nd and 3rd PTR committee members for each faculty member being reviewed.

**REQUIRED: Add** procedures for selecting a PTR committee chair.

**REQUIRED: Specify** that if there is more than one faculty member eligible for PTR, the department may need to create a different committee of three faculty members.

#### Committee Review Procedures and Criteria

Refer to details on page 11 of the University PTR Procedures.

#### **REQUIRED:** In addition to the criteria listed on page 11 of University PTR Procedures, **provide** other criteria of relevance in the review of the faculty dossier. List factors to be considered in determining whether standards have been met. **OR state** that criteria listed on page 11 of University PTR Procedures are sufficient.

**OPTIONAL: Add** other information, as appropriate, relative to how and what should be communicated to the department chair regarding the PTR decision.

The faculty member must be given the opportunity to review his or her file, including the PTR committee reports and the department chair’s letter and indicate he/she has done so by signing the form in Appendix PT-1, before the file is forwarded to the dean. Information about the approval process and the form used to indicate approval is on page 13, section D-4. Procedures for requesting reconsideration are outlined on pages 13-14 of the University PTR Procedures.

**OPTIONAL: Provide** departmental disciplinary perspective on how changes in distribution of service, teaching and research, and time in rank will be considered and evaluated.

**REQUIRED: Specify** that the committee reports must include majority and minority views in cases where a unanimous decision is not reached.

## Role of the Department Chair/Designee

## Refer to pages 12 and 13 of the University PTR Procedures.

**REQUIRED for units without department chairs: Specify** who serves as the department chair.

# Procedures for PTR of Department Chairs/Unit Heads and Program Directors

## **REQUIRED: Indicate** title of the supervisor conducting this review as consistent with information noted in VII, on page 14 of the University PTR Procedures.

# Roles and Procedures for Administrative Review

## Refer to guidelines on pages 14 and 15 of the University PTR Procedures.

# The Professional Development Plan (PDP)

## Summary of PDP

## Refer to the University PTR Procedures, pages 16 and 17 for complete description of PDP. PDP goals must be clear, objective, and measurable.

## The PDP is for faculty determined to not meet standards. The PDP can continue for up to three years with a fourth year available only under exceptional circumstances. Chair/Designee and faculty member jointly agree on PDP no later than 30 business days after PTR. See page 16 IX, B2 in the event consensus cannot be reached.

## The Role of the Dean

Refer to University PTR Procedures, pages 14-15.

## Progress and Resolution of PDP:

## Chair/designee and faculty meet for a check every six (6) months for the duration of the PDP. Chair specifies the basis for approving/denying an extension of PDP. Faculty member submits completed report to department chair. If chair/designee and faculty agree objectives are met, letter of completion and PDP report are forwarded to dean.

## If chair/designee and faculty member do not agree, chair writes letter to dean indicating which objectives are not met. Faculty member may request in writing a conference with chair within 10 working days of receipt of chair’s letter. The PTR candidate may provide additional materials for review. Chair may reverse decision and submit revised letter to dean.

## If faculty member refuses to comply with PDP he or she may be subject to sanctions pursuant to Article 27. Refer to guidelines on page 16 of the University PTR Procedures.

## If chair and dean agree PDP is complete, PTR salary increase will be effective the beginning of the next AY. PDP and information on how it was fulfilled must be signed within 20 working days of completion.

#### D. Funding of PDP

####  Refer to the University PTR Procedures, page 18.

# Assessment of PTR

## A ‘Statement of Assessment of PTR’ will occur after second year of review by an ad hoc committee of faculty senate members.

## **OPTIONAL: Consider** stating the intent to maintain a file of comments and feedback from faculty assessed and those who served on the PTR committee.

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| **Checklist of Revisions to Departmental Promotion & Tenure Guidelines** **to Incorporate University PTR Procedures** **NOTE: All responses must be consistent with and must not contradict the procedures approved by the Faculty Senate** |
| [ ]  **Yes** [ ]  **No** | **I. Goals:**Does the department want to add other goals pertinent to the discipline, professional association and/or accreditation requirements? |
| [ ]  **Yes** [ ]  **No** | **II. Guidelines and Eligibility:**Do departmental guidelines include the following language? * *All AAUP represented tenured faculty, tenured department chairs/unit heads and program directors in* ***YOUR DEPARTMENT NAME*** *must undergo PTR every 5 years.*
* *Tenured faculty who provide a letter stating they will retire within two years shall be allowed to opt out. Tenured faculty may also request to defer PTR under certain circumstances. See page 7 of University PTR Procedures*.
 |
| [ ]  **Yes** [ ]  **No** | **III. Funding of PTR:**Do departmental guidelines refer to University PTR Procedures page 7? |
| [ ]  **Yes** [ ]  **No** | **IV. PTR Cycles and Timelines:**Do departmental guidelines refer to University PTR Procedures pages 8 and 9? |
| [ ]  **Yes** [ ]  **No** | **V. Departmental Authority and Responsibility**Do departmental guidelines include the following language? * *Written agreement specifying which department is responsible for PTR should be in place for any faculty member whose appointment is divided between two or more departments.*
 |
| [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No**[ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No**  | **VI. Procedures for PTR of Tenured Faculty Members**Do departmental guidelines state that notification of eligibility must occur by June 1st of each year beginning 2016? * *Dossier*:
	+ Do departmental guidelines require or suggest other materials to include in the dossier that are tailored to disciplinary priorities?

 Post-Tenure Review Committee* *Composition*:
	+ Do departmental guidelines specify that the committee is comprised of three faculty members one of whom is selected from a list of three names submitted by faculty member under review?
	+ Do departmental guidelines specify how the PTR Committee member will be selected from the list of 3 faculty members submitted by the faculty member under review?
	+ Do the departmental guidelines provide for selection of second and third PTR committee members?
	+ Do departmental guidelines specify that if more than one faculty member is eligible for PTR, the department may need to create different committees for each of these faculty members per University PTR Procedures?
	+ Do departmental guidelines provide procedures for selecting a committee chair?
* *Committee Review Procedures and Criteria*
	+ Do departmental guidelines provide a list of factors to be considered in determining whether standards have been met? OR state that criteria listed on page 11 of University PTR Procedures are sufficient
	+ Do departmental guidelines provide additional information relative to how and what is communicated to the chair?
 |
| [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No**  | * + Do departmental guidelines provide the disciplinary perspective on how changes in distribution of service, teaching and research over time in rank will be evaluated?
	+ Do departmental guidelines include language stating the committee must provide a written report of its assessment to the chair per instructions on page 11 of University PTR Procedures?
	+ Do departmental guidelines specify the committee report must include majority and minority views in cases where a unanimous decision is not reached?
	+ Do departmental guidelines specify that the faculty member must be given the opportunity to review his/her file before it is forwarded to the dean?
	+ Do departmental guidelines specify who serves as the department chair for units without department chairs?
 |
| [ ]  **Yes** [ ]  **No**  | **VII. Procedures for PTR of Department Chairs/Unit Heads, and Program Directors**Do departmental guidelines indicate the title of the supervisor conducting PTR of chair/unit head or program director? |
| [ ]  **Yes** [ ]  **No**  | **VIII. Roles and Procedures for Administrative Review** Do departmental guidelines refer to pages 14-15 of University PTR Procedures? |
| [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No**  | **IX. The Professional Development Plan (PDP)**Do departmental guidelines state that a PDP is to be used for faculty who are determined to not meet standards?* Do departmental guidelines state that the PDP shall be no more than three years in duration, with a fourth year considered only in exceptional circumstances (specific criteria may be provided by department)?
* Has the department ensured that all objectives are clear and measurable?

Do the departmental guidelines specify:* Chair/Designee and faculty member jointly agree on PDP no later than 30 business days after PTR.

Do departmental guidelines refer to page 16 IX, B2 in event consensus cannot be reached? Do departmental guidelines refer to University PTR procedures or restate the following 10 bullets?* Progress and Resolution of PDP
* Chair/designee and faculty to meet for a check every 6 months for duration of PDP
* The basis for approving/denying an extension of PDP will be specified.
* A completed report to department chair will be submitted.
* If chair/designee and faculty agree that objectives are met, a letter of completion and PDP report will be forwarded to dean.
* If chair/designee and faculty member do not agree, chair will write a letter to the dean indicating which objectives were not met.
* The faculty member will request, in writing, a conference with the chair within 10 working days of receipt of chair’s letter.
 |
| [ ]  **Yes** [ ]  **No** [ ]  **Yes** [ ]  **No**  | * The PTR candidate will provide additional materials for review within 10 working days of the chair’s letter.
* Chair may reverse decision and submit revised letter to the dean.
* If faculty member refuses to comply with PDP, he or she may be subject to sanctions.
* If chair and dean agree PDP is complete, PTR salary increase will be effective the beginning of the next academic year (AY).

Did the department include the following language?* *PDP and information on how it was fulfilled must be signed within 20 working days of completion.*

Funding of PDPHave department members been made aware that:* Training for developing and administrating the PDP will be provided by the Office of Academic Affairs (OAA)?
 |
| [ ]  **Yes** [ ]  **No**  | **X. Assessment of Post-Tenure Review Process**Did the department consider stating the intent to collect comments from the faculty assessed and those who serve on PTR committees? |

Academic Department: Date:

Chair’s Signature: Date:

Dean’s Signature: Date: