

**POST TENURE REVIEW
FREQUENTLY ASKED QUESTIONS**

- Q: What if any changes occur to the PTR process in cases where a faculty member's appointment is equally divided between 2 or more departments or involves interdisciplinary research or teaching?**
- A:** *In these cases there should be a written agreement as to which department is responsible for PTR and how the other departments are to contribute to that review. The faculty member to be reviewed should be informed of the decision. (Page 9 V.D.)*
- Q: Should the written agreement referred to in #1 travel with the PTR guideline documents to the dean's office?**
- A:** *No, since this agreement is specific to an individual faculty member there is no need for it to be in the academic unit's PTR guidelines. It should, however, be kept as part of the individual's PTR portfolio and language requiring a written agreement in these cases should be in the unit guidelines.*
- Q: Is committee participation limited to members of the PTR candidate's department?**
- A:** *No, committee members may be selected among tenured faculty whose department, discipline, unit or work aligns with the faculty member's career trajectory. Faculty members from other departments may be utilized as necessary to fill post tenure review committees. (Page 10, VI C, iii)*
- Q: Must all of the committee members be ranked?**
- A:** *Yes, the committee should be composed of tenured faculty members. Based on departmental guidelines, this may include associate and full professors. (Page 11, VI C, iii)*
- Q: Is committee participation limited to PSU faculty?**
- A:** *Yes, the committee should be selected from among PSU tenured faculty. (Page 11, VI C, iii)*
- Q: Can the department chair serve as a member of the committee?**
- A:** *No, the department chair is involved in a different level of review. He/She may not serve on the PTR committee.*
- Q: What happens when a sitting chair is scheduled for PTR?**
- A:** *The procedure for evaluating department chairs/unit heads, and program directors would be the same as those for tenured faculty except that the role of the department chair would be filled by the immediate supervisor of the individual under review provided the immediate supervisor is not the dean. (Page 14, VII)*
- Q: If a faculty member is among those eligible to serve on a PTR committee, but is her/himself scheduled for PTR, does this prohibit this faculty member from PTR committee service?**
- A:** *Not necessarily, but this should be addressed by the academic unit and described in the unit's PTR guidelines.*

- Q: Who should serve as the department chair for academic units that do not have chairs?**
- A:** *The dean will designate the individual to serve in this role for the purpose of PTR. (Page 14, VII)*
- Q: In those cases where a faculty member has not undergone a review for many years, is there a way to consolidate the timeframe of research/scholarship?**
- A:** *Information about the content and timeframe of the dossier should be specified in the unit's PTR guidelines. Ultimately, the faculty candidate must decide what to include in his/her dossier.*
- Q: Who is eligible for PTR?**
- A:** *Tenured faculty members shall undergo PTR every five years after the award of tenure. All AAUP represented tenured faculty members, tenured department chairs/unit heads and program directors shall undergo post-tenure review beginning AY 2015-2016. (Page 7, II)*
- Q: What is the required makeup of the committee?**
- A:** *The committee must be comprised of three individuals, one of whom will be selected from a list of three names of faculty members submitted by the faculty member under review. The other two faculty members should be selected as specified in department/unit guidelines. (Page 11, VI C1. ii)*
- Q: What is the role of the department chair in the PTR process and in particular if the department chair is not tenured?**
- A:** *The role of the department chair in the PTR process is detailed on Pages 12-14, VI D, 1-6 and on page 16 IX B, relative to the PDP. The procedures do not offer guidance on the role of the chair if he/she is not tenured. It is recommended that either the dean designate someone to serve in the chair's role, or that, as with P&T review, an exception be considered, given the chair's familiarity with the work of the PTR candidate.*
- Q: You indicated that only tenured faculty can serve on committees. Is there any flexibility with this given the number of small departments and departments with few tenured faculty?**
- A:** *No, there is no flexibility relative to the requirement that committee members be tenured. It is possible for tenured faculty from other units to be included, as appropriate. (Page 11, VI C, iii)*
- Q: Can emeritus faculty serve on PTR committees?**
- A:** *No, this is not permissible according to the University Procedures.*
- Q: Can faculty scheduled to undergo PTR serve on the committee that creates the unit's PTR Guidelines?**
- A:** *Yes, there is nothing in the University PTR Procedures that prohibits this.*
- Q: If a faculty member is scheduled to undergo PTR, can she/he serve on someone else's PTR committee?**
- A:** *It is recognized that especially in departments with few tenured faculty, this may occur. Department guidelines should offer guidance as to how to avoid a conflict of interest in these cases.*

Q: What will happen when an administrator, who was not eligible to undergo PTR, because of his /her administrative appointment, steps back into the faculty rank?

A: *In this event, the former administrator will be placed in the appropriate quintile, based on the same criteria used to assign all represented faculty. That is, the PTR date will be determined as the most recent successful tenure or promotion date. (Page 7, II)*

Q: Will the salary increase apply to the base salary?

A: *Yes, it is applied to the faculty member's base salary.*

Q: When are the faculty quintiles scheduled for review?

A: *Quintiles one and two will be reviewed in AY 15-16.*

Quintile three will be reviewed in AY 16-17.

Quintile four will be reviewed in AY 17-18.

Quintile five will be reviewed in AY 18-19.

Q: Will faculty in quintiles 3-5 receive the same salary increase as those in Q 1&2?

A: *Yes, a salary increase in the amount of \$4396.00 plus CPI adjustment will be awarded to each faculty member in Q 3-5 whose PTR meets standards. (Page 1, II)*

Q: What is the criteria for PDP?

A: *Using the information provided in the PTR committee's report and the department chair's letter, the faculty member and his or her chair shall jointly agree on the PDP criteria. (Page 16, IX B, I)*

Q: What, if any, recourse does a faculty member have in the event that a chair asserts that the PDP meets standards, but the dean does not agree?

A: *The faculty member may appeal to the provost. (Page 16-17, IX, B, C, & D)*

Q: If the appeal fails, what happens to the PDP?

A: *The PDP would be returned to the chair for action but would still need to be approved by the dean.*

Q: How was the monetary reward established?

A: *The pool for PTR salary increases (currently equal to 4% of salaries of reviewed faculty per Article 30, Section 6 of AAUP-PSU CBA, 2013-2015) was divided into equal increments, per the number of faculty under review in a year. (Page 7-8, III)*

Q: How can a faculty member determine which quintile she/he is in?

A: *You may contact OAA.*

Q: Is PTR optional?

A: *No, it is required of all AAUP represented tenured faculty members, tenured department chairs/unit heads and program directors.*

Q: What are the consequences to a faculty member who refuses to participate in PTR or to create a PDP?

A: *Should a faculty member refuse to create and/or follow the PDP (except due to circumstances that are substantially outside the faculty member's control) he or she shall be notified or subjected to sanction pursuant to Article 27 of the PSU-AAUP CBA. (Page 17, IX, D.8)*

Q: If a faculty member is found not to meet the standards will he or she be sanctioned?

A: *No, a faculty member deemed not to meet the standards of the PTR shall not be subjected to sanction pursuant to Article 27, of the PSU-AAUP CBA or to unilateral changes in the faculty member's letter of offer or supplemental letter of offer. (Page 15, VIII, 7)*

Q: Will departments have the opportunity to review other department's PTR guidelines?

A: *Yes, as available.*

Q: When will the faculty member receive a raise in his/her base salary?

A: *Typically a raise will be forthcoming in the year following the successful review. However, for Q1 the salary increment will be retroactive to September 16, 2015. (Page 7-8, III)*

Q: If a faculty member requests deferral, when would they be eligible for PTR?

A: *The faculty member would be placed on the next group eligible for PTR unless otherwise specified on the deferral request.*