

Three Reviews of Faculty:

- Promotion and tenure
(USU Policy 405.1 – 405.11)
- Annual performance review
(USU Policy 405.12.1)
- Post tenure review of tenured faculty
(USU Policy 405.12.2 – 405.12.5)

Role Statements:

- Research – XX%
- Teaching – XX%
- Extension – XX%
- Service – X%
- Scholarship expected within assignments
- May include administration but outside of tenure and promotion consideration

Annual Work Plan:

- Optional
- Describes plans for coming year
- Signed by faculty member and supervisor (s)
- Covers programs and scholarship

USU Policy 405.1 to 405.11:

- Process of tenure and promotion
- Criteria for faculty ranks
- Dates for third year review and final date of consideration
- Review of pre-tenure faculty by Tenure Advisory Committee (TAC) must occur every calendar year

Tenure Advisory Committee:

- Five members of higher rank
- Meets every year
- Assessment of progress towards tenure
- Recommendation on reappointment
- Recommendations on improvement
- Final year – recommendation on tenure

Recommendations and Approvals for P&T:

- Recommendations by external reviewers, P&T committee, Department Head, College Dean, Central P&T Committee, Provost, President
- Decision by USU Board of Trustees
- Excellence in major emphasis, effective in all other assignments
- Recommendations sequentially “build” on each other

Promotion and Tenure Portfolio:

- Recommendations from P&T committee, department head, and dean
- External reviews (only final year)
- All P&T evaluation letters
- All role statements (can change over time)
- Self assessment letter
- Current CV

Promotion and Tenure Portfolio:

- Research documentation
- Teaching documentation
- Extension documentation
- Service documentation
- Appendices
- Supplemental material as needed

Electronic dossier – Fall, 2015

Self Assessment Letter:

- Why am I doing what I'm doing?
 - Strategic/program priorities
 - Tactical/program delivery
- What am I doing?
 - Participants, presentations, activities
- How do I know I'm making a difference?
- Reflective, informative and explains any adjustments in role assignment

Provost Feedback:

- **Internal letters**

- Evaluative and persuasive
- “Elephant in the room”

- **External letters**

- Invitation template
- Rationale for each reviewer
- Arms distance from candidate
- No names in internal letters!

Internal Letters:

- Satisfactory performance of role
- Appropriate progress (trajectory) towards tenure
- Recommendations for improvements
- Recommendation on renewal of appointment or tenure and promotion (final year)
- Excellence in the major assignment, effectiveness in all other assignments (final year)

Dates for Final Year Review:

- Committee letter – December 1
- Department Head letter – December 15
- Dean letter – January 10
- Notification by President – April 15

Recommendation of tenure and/or promotion

Dates for Third Year Review:

- Committee letter – October 26
- Department Head letter – November 9
- Dean letter – November 20
- Notification by President – December 10

Appropriate progress (trajectory) towards tenure

Zone of Excellence



Normal

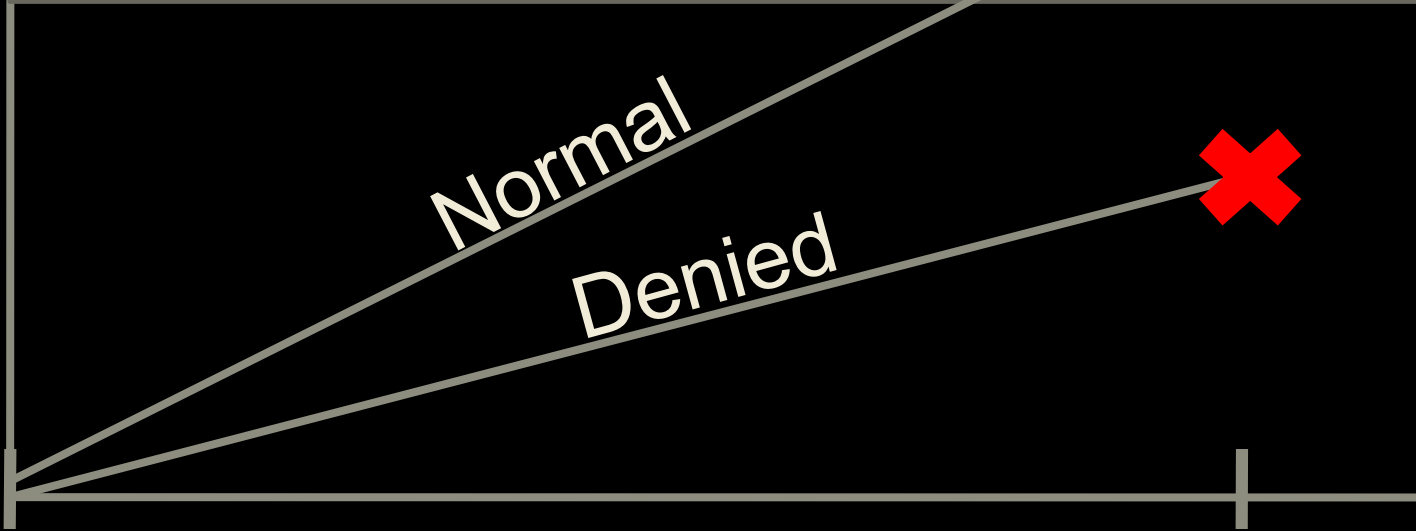
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Year





Zone of Excellence



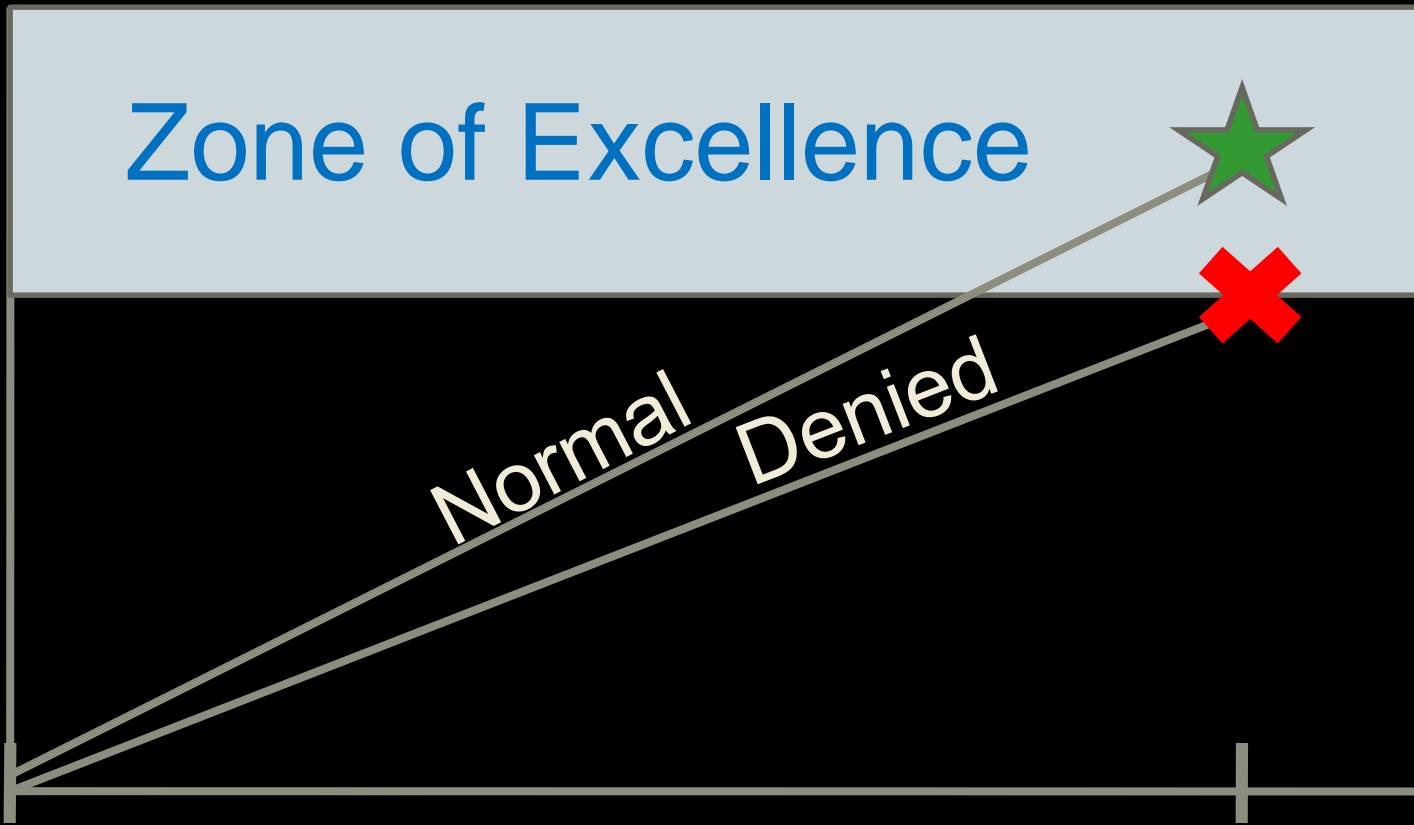
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Year



Zone of Excellence

Normal

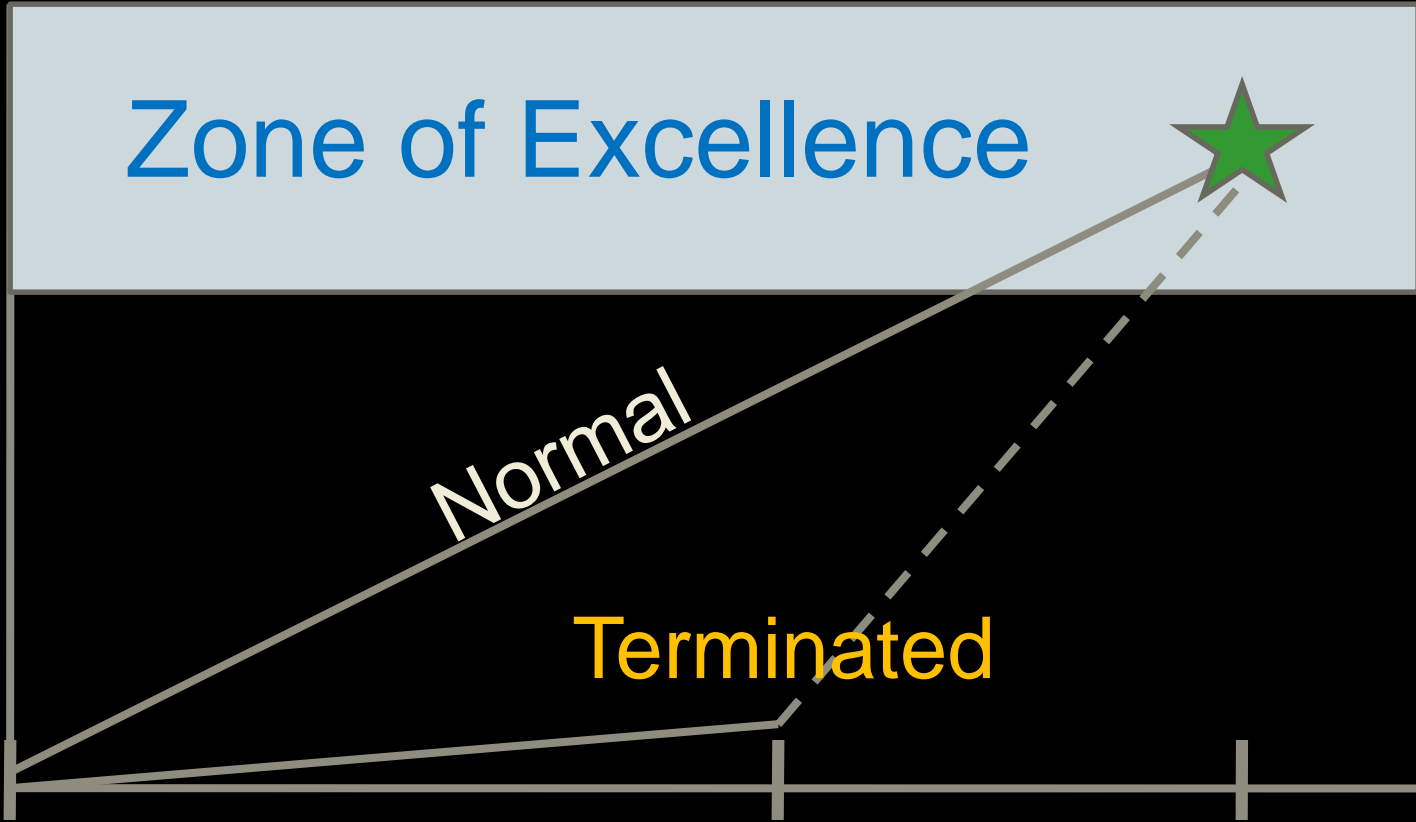
Terminated

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3

6

Year



Promotion:

- No specific time between tenure and promotion [USU Policy 405.8.2(1)]
- *Informational* meeting
- *Consider recommendation for promotion to professor the following fall meeting (by February 15)*
- “In order for me to recommend that your file goes forward, you must...”

USU Policy 407:

- Non-renewal of appointment
- Termination of appointment
- Grievance process

Grievance Process:

- Arbitrary (i.e. lacking a rational basis) or capricious (i.e. determined by chance, whim, or impulse; unreasonable; unsupported) conduct
- Violations of legal, constitutional, or statutory rights
- Violations of code, policies and procedures

Annual Performance Review:

- Current CV
- Self Assessment Letter
- Performance Review Report (Digital Measures)
- Annual Work Plan for the coming year
- Does the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position?

Post-tenure Review:

- Does the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position?
- New policy uses a “triggered approach”

Tenure Expectations for Extension:

Client programming

- Increasing numbers of programs and participants
- Publications – fact sheets, curriculum materials

Scholarship

- “Flagship” program
- Presentations at peer meetings
- Referred publications in peer journals (2-4)
- Funding - \$10K/year