

UNT System College of Pharmacy

CRITERIA FOR POST-TENURE REVIEW

A. POST-TENURE REVIEW

Tenured faculty members are required to undergo post-tenure review according to guidelines established in the UNTHSC Faculty Bylaws (Article XI). Faculty will be notified by the Department Chair or Dean through the office of the appropriate dean six (6) months prior to the intent to perform a post-tenure review. The timetable for submission and evaluation will be the same as for promotion and tenure (Faculty Bylaws Article X, Section B – Tenure).

B. EVALUATION PROCESS

The post-tenure review assesses teaching, scholarly activities, and service, including patient care for faculty with clinical responsibilities. Faculty members are expected to continue meeting the relevant criteria for quality and outstanding performance for his/her current rank and clinician/non-clinician status. These criteria are found in the College of Pharmacy Guidelines for Promotion and Tenure.

Similar to what is defined in the faculty bylaws (Article X) for promotion and tenure, “faculty are expected to demonstrate outstanding performance in two of the three areas (teaching, research/clinical practice and service), with quality performance in the third.” If a faculty member meets these expectations, they will be considered to have “satisfactory” performance over the previous 6 years. An outstanding performance in all three areas will result in a “superior” determination. “Unsatisfactory” performance will result a faculty member does not meet the expectation of “outstanding performance in two of the three areas (teaching, research and service), with quality performance in the third”.

1. The faculty member shall submit a curriculum vitae. Recommended supportive documentation includes a summary of professional accomplishments, professional goals, annual reports, development plans, teaching evaluations and other supplemental materials including internal and external peer input that the faculty member wishes for consideration. The packet must be complete per guidelines provided by Faculty Affairs. Incomplete packets will be returned to the faculty member.
2. The faculty member must submit his/her packet to the Department Chair who then makes the initial recommendation on post-tenure review. At his/her discretion, the faculty member can recommend external or internal reviewers for letters of evaluation, and in this case, the Department Chair will select at least one reviewer from the list given by the faculty member. The Department Chair has the discretion to request internal and external letters of evaluation from other reviewers, as well as additional documentation. The Chair will forward the complete packet with documentation and the Chair’s written recommendation to the Chair of College of Pharmacy Promotion and Tenure Committee.
3. The faculty member may address the school/college promotion and tenure committee in person but shall not be present during the official reviews. The committee may also request additional documentation of performance, including external evaluations. After evaluation of the documentation, Promotion and Tenure Committee will then make a determination of “superior,” “satisfactory,” or “unsatisfactory,” based on the faculty member’s portfolio and any personal statements. All members of the Committee are

eligible to participate in committee deliberations but only faculty members of the same or higher academic rank than the faculty member being evaluated and have tenure are eligible to vote. Votes must involve a minimum of three eligible faculty members.

4. The Promotion and Tenure Committee will communicate their recommendation in writing to the faculty member, Department Chair, and the Dean. The Promotion and Tenure Committee Chair will then meet with the Dean to present its written recommendation and all documentation, and to orally discuss the qualifications of the faculty member.
5. The Dean shall review the documentation and forward his/her written evaluation to the faculty member, and department chair. The Dean may request additional info or clarification from the Promotion and Tenure Committee, as needed.
6. Faculty members demonstrating overall satisfactory performance will be scheduled for post-tenure review at the next six (6) year interval. For faculty members found to be performing at a superior level, results may be used to determine nomination for awards such as Regent's Professor, or other forms of recognition.
7. According to UNTHSC Faculty Bylaws (Article XI), a Development Plan must be established for faculty members receiving an unsatisfactory post-tenure review recommendation. This plan will be developed by the Department Chair and the faculty member. The Development Plan should have clear expectations and identify needed resources to meet the goals of the plan, which is to enhance the faculty member's overall effectiveness. The Development Plan will be submitted to the Promotion and Tenure Committee for review. If approved, it will be forwarded to the Dean for final approval. If the plan requires additional consideration, the Promotion and Tenure committee will provide feedback to the Department Chair and the faculty member to aid in revision of the Development Plan prior to forwarding it to the Dean.
8. Following approval of the Development Plan, the faculty member will be reviewed again by the Department Chair and the Promotion and Tenure Committee after two (2) years. If performance in the Development Plan is determined to be satisfactory, the next post-tenure review will be six (6) years from completion of the satisfactory review. If performance in the Development Plan is determined to be unsatisfactory after two (2) years, sanctions may be recommended by the Promotion and Tenure Committee to the Dean, as outlined in the UNTHSC Faculty Bylaws (Article XIII).
9. The faculty member shall receive written notice within fifteen (15) working days of the recommendation at each step of the post-tenure review process. If the faculty member disagrees with a post-tenure review decision, he/she has the opportunity to appeal the decision through the Faculty Grievance and Appeal Committee.

Note:

Approved on August 3, 2018 by UNTSCP Faculty