

## COD POST-TENURE REVIEW DOSSIER TEMPLATE FOR 2024-2025

The Post-Tenure Dossier Template is recommendations based on the sequence and content outlined in sections 5.3.4. of the [ISU Faculty Handbook \(FH\)](#). The policy states that “faculty in each department are charged with developing and implementing a plan for peer review of each tenured member in the unit”. The post-tenure review is a peer-review process designed to evaluate the faculty member’s performance in teaching, research/creative activities, extension/professional practice, and institutional service as outlined in their Position Responsibility Statement (PRS). This review must include an overall assessment of whether the faculty member meets or falls below expectations and should acknowledge their contributions, potentially offering suggestions for future development.

This process is separate from the faculty member’s annual review. Post-tenure reviews should be conducted **at least every seven years**, though they can be scheduled earlier at the faculty member’s request, but no sooner than five years after the last review. Additionally, a post-tenure review is required in the year following two consecutive unsatisfactory annual reviews. If a faculty member is denied promotion, the promotion review does not substitute for a post-tenure review. The seven-year review period only restarts if the promotion is approved by the Board of Regents.

Each department must ensure that its post-tenure-review policy clearly designates the following components:

1. The participants in the review process
2. Review procedures and timelines
3. Materials to be reviewed by the departmental committee
4. Mechanisms for the faculty member to respond to the review

The policy exempts the following tenured faculty from their scheduled post-tenure review in the following circumstances:

1. They are being reviewed for promotion to a higher rank that same year
2. They are within one year of announced retirement or are on phased retirement
3. They are faculty members who serve as department chair, or whose title contains the term dean.

To qualify for the exemption under 2, the department must have received in writing and accepted the faculty member’s formal resignation notice.

### DOSSIER SUBMISSION MATERIALS

The faculty member is responsible for providing all information specified in the department’s governance document including the following information for the review process:

1. [Post Tenure Review Cover Sheet](#)
2. All Position Responsibility Statements (PRS) in effect during the review period
3. Current vita
4. Evidence of and recognitions for work accomplished during the review period that directly relate to areas of responsibility included in the faculty member’s PRS.

Additional information can be found on the [Provost’s Post Tenure Review site](#).

## General Timeline for the Review Actions

Dates	Action
May 15	Department Chair notifies faculty member of the upcoming review.
Nov 15	Faculty member submits post-tenure review dossier to the Departmental Partner.
Dec 1	Departmental review begins and the P&T committee writes a letter of review addressed to the department chair.
Feb 1	Department Chair reviews and writes a letter of review addressed to the faculty member.
March 1	All documentation is submitted to the Dean. The Dean reviews and writes their memo summarizing the process and the final outcomes to the Senior Vice President and Provost.
April 1	Final recommendation is forwarded to the Senior Vice President and Provost.

*Note: If the due date falls on a weekend or holiday, the information is due the Friday prior.*

### DEPARTMENT REVIEW and RECOMMENDATION

Once the departmental committee completes its review of a faculty member, it submits its report to the department chair who reviews the report and discusses any questions with the committee chair. The department chair will then discuss the review and recommendations with the faculty member (Faculty Handbook 5.3.4.3). Should an action plan be recommended, the department chair will work with the faculty member and the committee chair to develop the plan. For each faculty member who undergoes post-tenure review, the department chair will forward the post-tenure review materials (PRS, CV or other materials highlighting accomplishments during the post-tenure review period, and the review committee report) to the dean by the deadline established in the college. For each case, the chair will include a cover letter to the dean indicating agreement with the outcome of the report or an explanation if they disagree with the review committee report. If there is disagreement, the chair will communicate their rationale to the review committee and the faculty member.

### COLLEGE REVIEW and RECOMMENDATION

The Dean will review all post-tenure review materials and recommendations for consistency and thoroughness. The Dean will forward the post-tenure review materials (PRS, vita, and other materials highlighting accomplishments during the post-tenure review period, and the departmental review reports) to the Senior Vice President and Provost.

### PROVOST REVIEW

The Provost will review all post-tenure review materials and recommendations for consistency and thoroughness.

## ACTION PLAN

In most post tenure review cases, faculty are found to be meeting expectations for their position. However, in some cases a faculty member may be found to be performing below expectations. In these cases, an action plan is necessary. In some cases, the review committee may determine that the faculty member is working below expectations overall. In other cases, the faculty member may be deemed to be meeting expectations overall, but may have an area of the PRS in which their performance is deficient and below expectations. Whenever there is a deficiency in performance, an action plan will be developed by the department chair, in collaboration with the review committee chair and the faculty member.

The action plan must include the following three parts:

1. a justification for the plan
2. a specific timetable for evaluation of acceptable progress on the plan
3. a description of possible consequences for not meeting expectations by the stipulated timeline.

If agreement on the proposed action plan cannot be reached, the procedures for PRS mediation (Faculty Handbook 3.4.4) will be utilized to negotiate an agreement. In the rare case that an agreed upon performance improvement plan is not in place by the time of the faculty member's next annual performance evaluation, the faculty member may face a charge of unacceptable performance as defined in the Faculty Conduct Policy (Faculty Handbook 7.2.2.6.1).