Post-Tenure Review Process
School of Education and Human Development

The Post-tenure Review (PTR) is defined by The University of Colorado as: "a review of a tenured faculty member's performance record undertaken every five years. This regular review is undertaken by the department/primary unit and it determines whether the faculty member is meeting the professional standards outlined by the department/primary unit's policy on written standards and criteria" (Administrative Policy Statement #1003, 2006). A Triggered Review refers "to a review that is undertaken when a tenured faculty member receives an annual evaluation of *below expectations*" (APS #1003, 2006, p. 2). A faculty member who receive a summary evaluation of *below expectations* at any time during the five year PTR cycle are required to meet with the Dean and develop and implement a written Performance Improvement Agreement (PIA) to remedy their problems (For additional information, refer to Administrative Policy Statement #1003, 2006)

The Post-Tenure Review Process
As stated by the Post-Tenure Review Campus Policy and Procedures (2010) a PTR will be conducted by appropriate faculty peers.

1. The primary unit [SEHD RTP Committee] examines the faculty member "updated curriculum vita; the five previous annual performance evaluation reports, including students' evaluation of teaching, peer reviews of teaching, and if desired, other types of teaching evaluation data; copies of recent publications and evidence about research funding; evidence of university and public services; and if applicable evidence of clinical work" (Post-Tenure Review Campus Policy, 2010, p. 2). In addition, the committee will review an updated Professional Plan with projections for the next 5 years (refer to Post-tenure Review Policy, 2010). The annual merit evaluation remains the basic annual instrument of faculty evaluation (Administrative Policy Statement #1003, 2006). A faculty member who received a "Triggered Review" will meet with the Dean to review progress on the individual Performance Improvement Agreement (PIA) until the problem is resolved.

2. The primary unit [SEHD RTP Committee] will write a brief report summarizing the unit's findings regarding the faculty member's adherence to the previous Professional Plan(s) (taking into account any differentiated workload when present) and stating conclusions about his/her productivity and contributions to the University in teaching, research/creative work, and service. The letter shall provide, "an overall evaluation of the faculty member's performance as either outstanding, exceeding expectations, meeting expectations, or below expectations in teaching, research/creative work, clinical activity, and service, and shall provide a narrative explanation of that evaluation" (University of Colorado, Post-Tenure Review # 1003).

3. PTR individual reports will be forwarded to the Dean, who will report to the Academic Vice Chancellor on the results of all the post-tenure reviews in the SEHD. The Dean's report is due to the Vice Chancellor on November.

Post-Tenure Portfolio Materials
To aid in the evaluation of the candidate's post-tenure review, the following materials are required for post-tenure review in the SEHD:
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Approved by Dean Rebecca Kantor, Associate Vice Chancellor for Faculty Affairs, Laura Goodwin and Michel Dahlin, Senior Project Manager, Office of the Chancellor on 11/26/13

I. **Current Curriculum Vita**

II. **Annual Merit Performance Evaluations (last 5 years)**

III. **Previous Professional Plans and Current Professional Plan (5 year projection)**

IV. **Candidate's Statement (1-2 page statement)**
   A. Reflect back on your accomplishments over the last five years
      1. What are the achievements you are most proud of over the last five years?
      2. What would you like the review committee to know that is not reflected in the factual material provided in the dossier?
      3. Discuss your future goals.
   B. What issues that arose would you like to work on in the future?
   C. Are there areas in which you could use some help?

V. **Teaching Materials (Required teaching materials)**
   A. Teaching Statement **(1-3 pages)**
      1. Describe the steps you have taken in the past 5 years to improve your teaching (such as Center for Faculty Development workshops, ecollege or Canvas workshops, and other teaching workshop)
      2. Discuss how your teaching has changed since you received tenure or since your last post-tenure review whichever is more recent.
   B. Provide a description of the courses you teach (is the course required within the degree or an elective);
   C. Include copies of the summary sheets of your FCQ for the last five years (you may include comments if you wish);
   D. Table of individual/independent instruction (e.g. independent studies, Ed.D. or Ph.D. committees)
   E. Evidence of Peer Review of Teaching (for example: peer review letters, merit evaluation of teaching, peer observations, etc.
   F. Other types of teaching evaluations (optional)

VI. **Research**
   A. Research Statement **(1-3 pages)**
      1. Discuss Research Accomplishments over the last five years
      2. Publication table of refereed journals (since tenure or post-tenure review)
      3. Did you take a new research direction? If so, discuss your research goal and the time you expect to reach your productivity
   B. List grants you received or applied for but were not funded (last five years)

VII. **Service**
   Include a summary sheet listing the service activities you have undertaken at the department, college, campus, university level as well as service to your profession and community.

*Note, Faculty post-tenure review files are submitted electronically via LiveText

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