

**POST-TENURE REVIEW POLICIES AND PROCEDURES
AND
STATEMENT OF FACULTY OBLIGATIONS AND STANDARDS
DEPARTMENT OF INTERDISCIPLINARY STUDIES**

Approved by Faculty 6 October 2006

I. Post-Tenure Review Policies and Procedures

A. General

University Policies and Procedures relating to Unsatisfactory Performance and Post-Tenure Review are contained in Section 2.9 of the Faculty Handbook. Nothing in this document supersedes or abrogates policies or procedures as contained in the Faculty Handbook.

During the annual evaluation of faculty, the Department Chair, in consultation with the Faculty Review Committee (FRC), may assign to a faculty member a rating of “unsatisfactory.” The rating of “unsatisfactory” is the lowest rating that can be assigned to a faculty member and is defined to mean failure to meet the minimal expectations of the Department of Interdisciplinary Studies, as set forth in this document. In particular, an Unsatisfactory rating is not intended to be automatically assigned when a faculty member’s performance is deemed to be deficient and in need of improvement in one or more areas, or when the faculty member’s annual evaluation is among the lowest in the unit. In assigning an unsatisfactory rating, the burden rests upon the Department Chair in consultation with the FRC to make the case that the faculty member’s performance is so seriously deficient that it fails to meet the Department’s minimal expectations.

As stipulated in Section 2.9.2 of the Faculty Handbook, a faculty member who receives an unsatisfactory rating shall be given written notification of that rating and the considerations upon which it is based. The faculty member will then be provided a reasonable opportunity to respond to the stated reasons for the unsatisfactory rating. This response must include a written statement to be included in the faculty member’s personnel file. In addition, the faculty member shall be notified in writing of specific actions that may be taken to avoid a further unsatisfactory rating. In all cases where a faculty member’s performance is considered deficient to the point that an unsatisfactory rating is viewed as a realistic possibility, whether that rating is assigned or not, the faculty member shall be notified in writing of the perceived deficiencies and their seriousness, and of remedial actions which, if successfully implemented, will correct them.

Faculty members have a right to review their departmental personnel file at any time, including letters or documentation of complaints contained therein which may be or

have been used in the evaluation process. If student complaints or other sensitive material are to become part of the personnel file, they should be handled in a timely manner, but one that is respectful of the rights of those involved. (Confidential letters of reference, which may be contained in the file, will not be released.) Faculty members have a right to respond to negative material and to have their responses included in their personnel file.

B. The Post-Tenure Review Committee

Whenever a faculty member with tenure or continued appointment receives two consecutive annual evaluations of unsatisfactory performance, a post-tenure review is mandatory. The review shall be conducted by a Post-Tenure Review Committee selected as follows:

The Post-Tenure Review Committee shall consist of three members selected and appointed by the Department's Steering Committee. One member may be from outside IDST. No faculty member who participated formally in the assignment of an unsatisfactory rating may serve on the resulting Post-Tenure Review Committee.

C. Conducting the Post-Tenure Review

The Post-Tenure Review Committee shall conduct its review in accordance with the procedures specified in Section 2.9.4 of the Faculty Handbook. All recommendations of the PTR committee shall be by majority vote.

The PTR committee may find that the faculty member's performance and/or professional contributions (a) meet or surpass the Department's minimal expectations, or (b) do not meet the Department's minimal expectations. In the case of (b) the committee shall then recommend either (1) a period of remediation, or (2) severe sanctions, or (3) dismissal for cause.

II. Statement of Faculty Obligations and Standards

A. Introduction

Section D of this document outlines the minimal standards and obligations of the tenured faculty in the Department of Interdisciplinary Studies in the areas of Instructional Activities, Scholarship and Creative Activity, and Service and Outreach. The minimal standards included in this document, the standards of conduct and ethical behavior as stated in the Faculty Handbook, section 2.7, or other statements of University policy, the statement in Section B on failure to meet minimal expectations, and the statement in

Section C regarding an unsatisfactory rating shall provide a basis for the Chair, in consultation with the FRC, to assign an annual rating of “unsatisfactory” to a faculty member.

These standards are not intended and shall not be used to violate the principles of academic freedom nor to discourage the expression of minority opinions, dissent from professional orthodoxies, and honest and civil disagreement with administrative actions (see Faculty Handbook, 2.9.3).

An integral part of the Department’s annual evaluation of a faculty member is a consideration of the duties assigned to the faculty member. Depending on available resources, unit needs, changing interests, and the performance of duties, the annual evaluation may result in a reassignment of duties (such as an increase in teaching duties for an individual whose research activity has waned). A reassignment of duties does not typically imply a failure to meet minimal expectations; it typically represents an adjustment to better utilize existing skills. It must be emphasized that an evaluation of Unsatisfactory is to be based on the performance of those duties and responsibilities that have been explicitly assigned to the faculty member.

Throughout this document the word “deficiency” will be interpreted to mean a failure to meet minimal standards and obligations.

B. Failure to Meet Minimal Expectations

A faculty member fails to meet the minimal expectations of the Department of Interdisciplinary Studies in one of the areas of Instructional Activity, Research and Scholarly Activity, and Service and Outreach provided the faculty member has assigned responsibilities in that area and either:

1. demonstrates a consistent, serious, and willful disregard for the standards for that area, or
2. through diminished capacities becomes substantially unable to meet those standards even with reasonable accommodation, or
3. fails, over the course of a reasonable, pre-assigned period of time, to remedy identified, serious, and chronic deficiencies in that area.

C. Assignment of Unsatisfactory Rating

The particular type of appointment an individual holds will influence the distribution of effort among the three missions, and the number of courses the faculty member will be expected to teach. A faculty member’s duties are generally spelled out in

the initial terms of appointment, but may vary over time. As a rule, for tenured and tenure-track faculty, contributions to the instruction and research missions are each weighted as 40% and service and outreach as 20%. The Department must be flexible in using these percentages, however. Furthermore, some faculty members, including administrators, may have contracts that make a different distribution of effort among the three missions.

In determining these percentages, a conscientious effort to balance the abilities and interests of the faculty member against the needs of the unit, college, and university will be presupposed.

An overall rating of unsatisfactory is appropriate when:

1. A faculty member fails to meet minimal expectations in one or more of these three areas; and
2. Those areas in which the faculty member's performance fails to meet minimal expectations comprise the majority of the individual's assigned workload; and
3. (a) a previous reassignment of duties has not yielded sufficient improvement;

or

(b) a reassignment of duties would fail to meet the unit's needs or would be contrary to unit policy or offer little expectation of remediating the identified, serious deficiencies.

D. Faculty Minimal Standards.

1. Instructional Activities. Faculty with teaching-related duties are expected to exhibit the competence and to maintain the skills necessary to carry out those duties normally assigned. They are further expected to perform those duties in a responsible and professional manner while adhering to Department and university policies and procedures. Specifically, faculty are expected to:
 - a. Accept assigned duties for teaching and advising. This is not intended to prevent faculty from questioning the appropriateness of an assignment. However, once an assignment is determined by the Chair, relevant program directors and external heads, in consultation with the faculty member in question, or, if necessary to resolve persistent disagreement, the FRC, to be reasonable and to have been made following proper procedures, the faculty member does not then have the prerogative to refuse the assignment.

- b. Provide students in each course with a course syllabus/contract, substantially as described in paragraph 4.6.1 of the Faculty Handbook. In particular, students are to be informed of the expected performance for which grades will be assigned, the instructor's attendance policy (if any), how the Honor System is to be applied, and the prerequisites for the course (if any). The syllabus/contract should also include information about the instructor's office hours and how he or she can be reached. If a course is expected to follow a unit syllabus, the instructor is expected to cover the essential elements of that syllabus. Further, instructors should construct syllabi in accordance with the course descriptions in the undergraduate or graduate catalogs.
 - c. Meet all scheduled classes except for university-wide cancellations, absences sanctioned by the Department and/or university, or absences related to illnesses or emergencies.
 - d. Conduct classes in a well prepared, professional, and competent manner;
 - e. Schedule regular office hours each week and be available during those times for consultation with students. With reasonable effort a student should be able to confer with the teacher in a timely manner, either at scheduled office hours or by appointment. (In applying this standard, it must be recognized that other professional duties, emergencies, travel, etc., will sometimes conflict with scheduled office hours. In such cases, alternate arrangements should be made and students informed.);
 - f. Adhere to principles of appropriateness, fairness, and clear communication in the evaluation of student work and the assignment of grades;
 - g. Maintain a good learning environment in the classroom, an environment that is inclusive and accepting of students without regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation; and an environment that promotes mutual respect, honesty, and integrity;
2. Research and Creative Activity. Faculty with research and/or creative-related expectations are expected to:
- a. Pursue research and/or creative activity in a competent and intellectually honest manner;
 - b. Be visible and active professionally, disseminating the results of research and creative activity in an appropriate manner (including presentations, readings, exhibits, and performances; publication in journals, magazines, and books; computer-related media, etc.);

- c. Make a conscious effort to remain vital and to grow intellectually in the chosen area of scholarship.
 - d. Participate, to an appropriate degree and as opportunities arise, in the scholarly and/or creative training of typically qualified graduate students, assisting them in the pursuit of their professional and degree objectives, and in no way inappropriately taking personal or professional advantage of their efforts.
3. Service and Outreach. Faculty in IDST are expected to engage in service activities to the department, college, university, profession, and community, as appropriate to the faculty member's position and stage in her or his career.

New tasks involving service and outreach and requiring additional, prompt faculty involvement will typically arise during the course of an academic year. Also, some areas of service may prove to be more burdensome than initially anticipated. It is expected that both the department administration and individual faculty will exercise reasonableness and flexibility in making the necessary adjustments to address these matters.

In performing university related service, the individual faculty member is expected to:

- a. Obtain a clear understanding of the expectations and responsibilities inherent in each assigned duty;
- b. Acquire the information and resources to perform these duties;
- c. Perform the assigned duties in a timely, effective, and collegial manner. Serious difficulties and/or impediments that arise in the performance of these duties must be reported to the Chair or other relevant agency so that the problems can be addressed in a timely manner;
- d. Provide in a timely and accurate manner any required documentation or report.

In addition to assigned duties, faculty members are encouraged to pursue activities that provide service to the profession and professional service to the community and state. Such activities will be considered when evaluating the faculty member's service and outreach.

4. Ethical Behavior

Faculty will adhere to the standards of conduct and ethical behavior as stated in the Faculty Handbook, section 2.7.1.