

Process and Procedures for Comprehensive Post-Tenure Review

Information related to comprehensive post-tenure is included in the “Blue book” – UAF’s Policies and Regulations for the Appointment and Evaluation of Faculty – and in Article 9 of the Collective Bargaining Agreement between the University and United Academics-AAUP/AFT. Please review these documents carefully.

The Review Process

1. Open Meeting Provisions

Committees may determine whether discussions will be open or closed to the public and/or the candidate. The vote of the committee, however, shall be closed to the public and candidate. The vote and substantive statement shall be provided without individual attribution.

2. File Preparation and Submission

You are only required to submit a cumulative CV and your activities reports for the past six (6) years, however at UAF this requirement is to be met by preparation of a comprehensive activities report. A self-evaluation is part of the activities report. Other items may be provided at your discretion. The deadline for submitting your file to your dean or director is **October 2nd**.

3. Review of Recommendations

Faculty members shall have an opportunity to review the recommendations at each review level, and to submit a response at each level. On items already referenced in the prepared file, the candidate may add supporting documentation, such as letters of acceptance of a manuscript or grant proposal awarded, at any time during the review process. Other information or documentation, including letters of support on behalf of the candidate, may be added **ONLY** as an attachment to the candidate’s comments at each stage of review.

Opportunity for this review has been incorporated into the *Review Schedule* and as much time as possible has been allowed for your review and response. Your assistance in reviewing this schedule and meeting the deadlines is requested and appreciated. Forms for your response are provided in Part III and must be included in your file, although you may submit electronically prepared responses.

If you will be absent from campus for an extended period of time or at a point when a critical decision is to be made, you may delegate someone to act as your representative. If you wish to do this please send a memo to the Office of the Provost identifying the individual and the time period for which this authorization is valid. The notice must be signed and dated by you. Notification of the completion of a recommendation will then be given to the person designated and it will be up to that individual to inform you and solicit your comments or act on your behalf.

4. Closing of the File.

The faculty member's file is closed at the time of submission and no new materials may be added to the main body of the file. However, the faculty member may add relevant “update” information, which verifies a change in status of achievements referenced in the file or addresses issues raised by reviewers and evaluators. For example, if a faculty member receives notification that one of the publications or grants listed as “in review” or “proposed” has been accepted for publication or funding, the candidate may wish to submit a note to this effect. *These items may be added at any time during the review process and should be placed behind the most recent recommendation.* Other information or documentation may be added as an attachment to the candidate’s comments at each stage of the review. Letters of support on behalf of the candidate may be added only by the candidate as part of their comments at each stage of the review.

Access to the file will be limited to the faculty member and, during the official review periods established by the provost, the appropriate personnel at each review level (department chair, peer unit committee, dean and/or director, university-wide promotion and tenure committees, provost, chancellor, and staff as designated at the level of review).

5. Levels of Review and Recommendation

The levels of review are:

- a. **Department Chair.** Review of the candidate’s file by the department chair is at the discretion of the dean.
- b. **Unit-Peer Review Committee.** Upon submission, your file will be forwarded to the chair of the unit-peer review committee. Each unit-peer committee shall have written procedures explaining the way in which it will conduct the evaluation. A copy of these procedures may be obtained from the dean/director’s office. The committee will evaluate your file and provide written comments evaluating evidence of sustained performance according to the relevant criteria for rank, and will include a record of any vote without individual attribution.
- c. **Dean/Director Review.** Following your receipt of the recommendation of the unit-peer review committee, your file shall be conveyed to the dean/director of your college or school. If you hold a joint appointment, the academic director or dean of the second unit will have an opportunity to review your file. Please note that you will be provided a single review/comment opportunity even if there are two or more dean/director-level evaluations.

If you hold an appointment in one department, and are affiliated with a second (e.g., School of Education faculty member who teaches at a rural campus), the dean of the second unit will have an opportunity to review your file. Please note that you will be provided a single review/comment opportunity even if there are two or more dean/director-level evaluations.

d. **University-Wide Review Committee.** The committee members will review the applications individually and then schedule a series of meetings to discuss candidate's files. The committee will notify you of the date, place, and time during which your file will be considered and will give you an opportunity to request that this discussion be conducted in open session.

The committee will prepare written comments evaluating evidence of sustained performance according to relevant criteria for rank, and will include a record of any vote without individual attribution. The Office of the Provost will notify you that the committee's recommendation is available for your review.

e. **Provost's Review.** The provost shall review all files. On or before the deadline indicated in the schedule, the provost will provide written comments evaluating evidence of sustained performance according to relevant criteria for rank, and notify you that the recommendation is complete and available for your review.

The provost's review is the last required level of review. Should you desire the chancellor review your file, please submit that request in writing to the Office of the Provost on or before April 5.

6. Storage of Files

Except for supplementary information, which you specifically request be returned directly to you, your post-tenure review file will be returned to your dean or director and eventually archived with restricted access. Please make pertinent copies of materials prior to submitting your file.

7. Exceptions and/or Extenuating Circumstances

Any unusual situations not apparently covered by the documents governing posttenure review procedures, policies and regulations should be brought to the attention of your dean or director for appropriate resolution. If an interpretation of university intent is required, the dean shall bring this matter to the attention of the provost.