

Post-Tenure Review**1 Introduction**

Ongoing faculty achievements in teaching, scholarship, research, and/or creative activities, as well as faculty commitment to service and collegiality, reflect on the quality of the University and its ability to achieve its vision, mission, and goals. Tenure is awarded to faculty in recognition of these achievements, and faculty with tenure are expected to demonstrate continued achievements after earning tenure. Post-Tenure Review provides a formal process to support the ongoing professional development of tenured faculty and to verify that they fulfill their responsibilities across all areas—including teaching, research, service, administration, and healthcare provision—as outlined by their roles. In accordance with Alabama Code Section 16-5A-51, tenured faculty at the University are required to undergo a Post-Tenure Review no less often than every six years, beginning after receiving tenured rank.

2 Post-Tenure Review — General Criteria**2.1 Schedule of Reviews**

Tenured faculty are subject to a Post-Tenure Review every six years, with the first review beginning in the fall of the sixth year after the faculty member was granted tenure. The review may not be waived for any tenured faculty member, except as described below for administrators or as otherwise required by state or federal law. Other than as required by law, approved leaves of absence, including sabbatical leaves, do not pause or reset the six-year Post-Tenure Review cycle. All years beginning from the date of the receipt of tenure, or the date of the tenured appointment, count toward the six-year timeline. The six-year review clock begins upon appointment to a position with tenure or upon the receipt of tenure. It is reset upon completion of a Post-Tenure Review as a tenured faculty member, upon reverting to tenured faculty from a full-time administrative role, or upon promotion of a tenured faculty member to a higher academic rank.

2.2 Tenured Academic Administrators

Tenured academic administrators covered by the University's Academic Administrator Evaluation policy have periodic formal evaluations thereunder. These evaluations serve to ensure that these administrative faculty are performing their professional responsibilities in their assigned areas. As such, tenured faculty administrators covered by the Academic Administrator Evaluation policy are not required to undergo Post-Tenure Review while they are in their administrative role. Return or reversion to full-time faculty status by a tenured full-time faculty administrator with only administrative responsibilities begins the six-year Post-Tenure Review timeline as indicated above.

2.3 Criteria for Review

During the Post-Tenure Review, a tenured faculty member's contributions are evaluated based on teaching, research/creative activities, service, administration, librarian or clinical duties (if applicable), and collegiality during the period under review, as described in the tenure and promotion policies. The

review of the faculty member's contributions in each area should consider the workload distribution of the faculty member and the distribution of their work assignments among teaching, research, and service, and give proportional weight to any administrative, clinical, or other duties or expectations in place during the period covered by the review.

3 Process

3.1 Initiation of Reviews

A list of faculty members to be reviewed will be forwarded to the college/school Dean by the Office of the Executive Vice President and Provost during the preceding summer semester.

3.2 Materials for Review

The tenured faculty member undergoing Post-Tenure Review must prepare and submit the materials listed below for review. Academic Affairs or individual colleges may elect to use digital systems for collecting and sharing the materials with reviewers. The faculty member's Department Chair should indicate to the faculty member which review areas (teaching, research, service, administration, clinical care, librarianship, etc.) should be evaluated at the time they are notified of the review.

1. A current curriculum vitae. The curriculum vitae should clearly distinguish materials published or forthcoming from those under development or submitted but not yet accepted. Grants, sponsored projects, or other external funding proposals should also be identified based on status (funded, under review, or not funded).
2. Reports submitted by the faculty for the annual reviews each year of the Post-Tenure Review period.
3. Additional evidence of teaching effectiveness, if not already included with the annual faculty reports.
4. A concise summary of accomplishments during the period under review in each of the review areas (teaching, research/scholarship/creative activities, service, administration, clinical care and supervision, librarianship, etc.). The faculty member may include descriptions of any additional work performed in developing or supporting academic programs or contributions to interdisciplinary programs, governance, or administration.

Reviews typically cover the previous five years of annual performance evaluations and annual faculty reporting.

3.3 Departmental Procedures

The Departmental Post-Tenure Review committee is normally composed of all tenured faculty members in the department except the Department Chair or tenured academic administrators. The Dean, in consultation with the Department Chair, will annually appoint a Departmental Post-Tenure Review committee consisting of at least five members for the peer review, designating one member to serve as committee chair. If there are too few qualified tenured faculty to constitute a Departmental Post-Tenure Review committee, the Dean may appoint tenured faculty from other departments or colleges at the University.

Tenured faculty members who are undergoing Post-Tenure Review must recuse themselves from deliberation and voting on their own review. Each Departmental Post-Tenure Review Committee will review all the materials submitted by the tenured faculty member(s) under review and will author a written report that includes an overall assessment using one of the following categories:

- Meets Expectations: the tenured faculty member has performed at or above a satisfactory level of accomplishment.
- Does Not Meet Expectations: the tenured faculty member has not met the expected level of accomplishment during the review period, even after considering normal year-to-year variations in activity.

In the written report, the Departmental Post-Tenure Review committee should indicate areas of both strength or excellence, as well as any areas needing improvement, and should endeavor to identify opportunities that could support further professional development. If the committee's overall assessment of the faculty member is "Does Not Meet Expectations," the committee should make a particular effort in its report to provide guidance for a subsequent Performance Improvement Plan for the faculty member. Deliberations and recommendations at the committee level should be kept confidential, except as otherwise outlined in this policy. The Departmental Post-Tenure Review committee chair will send the report to the Department Chair. At this time, the Department Chair may request additional information or clarification from the Departmental Post-Tenure Review committee. The Department Chair should prepare a separate report that indicates their own overall assessment, including a summary of annual evaluation results during the review period. The Department Chair's report should also contain additional comments or suggestions for improvement or feedback for the faculty member, as appropriate.

The Department Chair then meets with the faculty member to discuss the review. The Department Chair provides the faculty member the Departmental Post-Tenure Review committee report and the Department Chair's review, which should include their overall assessment, and which the faculty member should sign to indicate receipt of this information. After meeting with their Department Chair, the faculty member has the option to submit additional material and/or to provide a written comment on the Department Chair's review. These materials may include items such as accepted publications, presentations, grants received, awards, or other accomplishments during the review year. Any additional materials should be submitted to the Department Chair no later than two weeks after the meeting. The Department Chair then forwards the faculty member's materials, the Departmental Post-Tenure Review committee's report, and the Chair's written recommendation and justification to the Dean of the academic unit.

3.4 Collegiate Procedures

The Dean reviews all submitted materials and determines an overall assessment. The assessments from the Departmental Post-Tenure Review committee and Department Chair are advisory to the Dean's overall assessment. If the Post-Tenure Review committee and the Department Chair reports are in alignment, and if the Dean is also in agreement, the Dean does not need to provide a separate evaluation. However, they must provide a written statement indicating that they support the committee's and Department Chair's findings. This statement may contain additional comments or suggestions for improvement from the Dean.

If the Dean disagrees with the committee's or the Department Chair's overall assessment, or if the two reports are in opposition, the dean must prepare a separate report that clearly indicates the Dean's

recommended overall assessment category (“Meets Expectations” or “Does Not Meet Expectations”) and the rationale for overall assessments. If the Dean provides an assessment of “Does Not Meet Expectations” but the committee and/or Department Chair regarded the performance as “Meets Expectations,” the Dean should make particular effort in their report to provide guidance for a Performance Improvement Plan for the faculty member, should one be warranted.

3.5 Executive Vice President and Provost Procedures

After receiving the recommendations and all related materials and information, the Executive Vice President and Provost shall proceed to formulate the final overall assessment, based on the supplied information. If the final overall assessment is “Meets Expectations,” the Post-Tenure Review is considered complete and the faculty member’s review schedule is reset. If the faculty member’s final overall assessment is “Does Not Meet Expectations,” the Executive Vice President and Provost, in consultation with the Dean, will determine whether a Performance Improvement Plan (PIP) or termination of employment is appropriate. If a PIP is deemed appropriate, the Executive Vice President and Provost will notify the Dean, who will then notify the Department Chair. The Department Chair must arrange a meeting to develop a PIP in accordance with Section 3.7 below. If termination is deemed appropriate, the Executive Vice President and Provost will notify the Dean of the decision. The Dean will then provide notice of termination to the faculty member and notify the Department Chair of the decision, effective upon the end of the faculty member’s contract/appointment year (i.e., May 15 for nine-month faculty and August 14 for twelve-month faculty). Official records of the outcome of the review will be kept in the Office of Academic Affairs.

3.6 Performance Improvement Plan

If the final overall assessment of the Post-Tenure Review is “Does Not Meet Expectations” and remedial action is warranted, then the faculty member must complete a Performance Improvement Plan (PIP) created and monitored by the faculty member’s Department Chair based on Post-Tenure Review materials. Creation of the PIP will also include consultation with the faculty member. Remedial action, in the form of a PIP, may include, but need not be limited to, effort realignment, mandatory additional supervision/mentoring, or role reassignment. PIPs are generally written on a single academic year timeframe. A finalized PIP proposal must be approved by the Dean.

The PIP must include the following components:

1. a specification of the deficiencies of the faculty member identified during the Post-Tenure Review,
2. a follow-up schedule (with specific dates) including measurable goals and benchmarks for improved performance,
3. a deadline for the evaluation of the faculty member’s subsequent performance, and
4. existing support services to provide appropriate development opportunities for the faculty member in achieving the goals of the PIP.

Once the PIP is approved by the Dean, the faculty member is notified, and the PIP goes into effect, typically on August 15th of the following academic year.

Once the PIP is in effect, the faculty member and their Department Chair must meet at least once each fall and spring semester to review progress, document additional needs or support services, and discuss goals for the upcoming semester. After each meeting, the Department Chair should summarize the

meeting and indicate whether the faculty member is on track to complete the PIP. Progress reports should be provided to the faculty member and the Dean at the end of each academic year.

After one year, the faculty member's Department Chair will submit all assessment materials to the Dean, along with their written recommendation regarding the faculty member's overall progress. The Dean shall review all progress reports and the Department Chair's recommendation and make a recommendation to the Executive Vice President and Provost as to whether the faculty member has achieved:

- Successful Completion
- Partial Improvement
- Failure to Improve

If the determination is "Successful Completion," this marks the completion of the faculty member's PIP.

If the final determination is "Partial Improvement," the PIP may, with the Dean's recommendation and the approval of the Executive Vice President and Provost, be extended for no more than one additional year and the review and assessment process repeated.

If the final determination is "Failure to Improve," the faculty member is considered to have failed to demonstrate sufficient progress on the PIP, resulting in an unsatisfactory Post-Tenure Review.

3.8 Unsatisfactory Post-Tenure Review

In the event of an unsatisfactory Post-Tenure Review, the Executive Vice President and Provost will notify the Dean of the decision to terminate the faculty member. The Dean will then provide notice of termination to the faculty member and notify the Department Chair of the decision, effective upon the end of the faculty member's contract/appointment year (i.e., May 15 for nine-month faculty and August 14 for twelve-month faculty). Failure by a faculty member to complete either a required Post-Tenure Review or a subsequent post-tenure PIP may be considered cause for termination under Termination/Dismissal in the Faculty Handbook.

3.9 Implementation of Post-Tenure Review

The six-year cycle of reviews will begin in the 2027 – 2028 academic year. Faculty tenured after the Post-Tenure Review policy becomes effective will follow the six-year review schedule. Review deadlines will be published along with tenure and promotion deadlines on the Office of Academic Affairs website.

The University will develop a Post-Tenure Review Implementation Plan to ensure that faculty tenured prior to the implementation of the Post-Tenure Review policy will be reviewed by the 2032 - 2033 academic year.

4 Policy Modifications

This policy may only be modified with approval of the Office of the Provost and must remain compliant with Alabama Code § 16-5A-50, *et seq.*