

**College of Education**  
**Post Tenure Review Policy**

The Post Tenure Review (PTR) process is intended to be formative and collaborative in nature. The Tenured Professional Development Plan (T-PDP) must be developed collaboratively by the PTR committee, the tenured faculty member's immediate academic supervisor (IAS), and the tenured faculty member and approved by the dean (or their designee) and the provost (or their designee).

**I. Criteria to initiate a PTR process.**

- a. The departmental faculty annual performance review (F-APR) process, including review and completion of the faculty dispute process, must be completed by the **last business day of February** each year.
- b. The outcome of the annual performance review (F-APR) process triggers the PTR process for faculty members who receive in the annual F-APR a rating of "not meeting expectations" in any domain -- research, teaching, or service -- in which the faculty member had a workload assignment during a single annual performance review period.
- c. The faculty member's immediate academic supervisor (IAS) formally notifies the faculty member in writing (with a copy to the dean and provost- or designee) that they met the criteria for conducting a PTR process no later than the last business day of February of the year in which they met the PTR process criteria.
- d. In the COE, the IAS refers to the department chair or the department tenured associate chair, if the department chair is not a tenured professor.
- e. All deadlines related to the PTR process indicated in this policy refer to the calendar year in which the faculty member met the criteria for conducting a PTR process.
- f. The dean may also trigger a PTR process for a faculty member. Refer to UH PTR policy document section IV Policy: A. Criteria for Initiating a PTR Process (v) and B. PTR Committee Formation and Membership (ii) for information regarding initiation of the processes and committee formation when the PTR is triggered by the dean.

**II. Committee Membership and Formation**

- a. The PTR committee must include at least three tenured faculty members at the associate or full rank, one of whom will be elected by committee members to serve as the PTR committee chair.
- b. Only tenured full professors may be part of a PTR committee for a full professor; both tenured associate and full professors may be part of a PTR committee for an associate professor.

- c. The IAS will select the members of the PTR committee in consultation with the faculty member. Members for the PTR committee are drawn from tenured associate or full rank members of the COE.
- d. If the college has an insufficient number of tenured professors eligible to serve, in consultation with the faculty member and with the approval of the dean and the provost (or designee), the IAS may recommend an additional tenured professor, preferably at the rank of full professor, from an appropriately related academic discipline within the University to serve on the PTR committee. A tenured professor at the rank of associate could also be recommended, with a brief justification to the dean and provost.
- e. If a conflict exists that justifies the replacement of one or more committee members, the faculty member, their IAS, and COE dean will collaborate in the appointment of suitable replacements who meet the criteria described above.
- f. In case of disagreement regarding the PTR committee's composition, the provost (or designee) will make a final determination about the formation of the three-member PTR committee.
- g. The PTR committee must be formed no later than the nearest business day to **March 15**.

### **III. Tenured Professional Development Plan (T-PDP)**

#### **a. Focus and Development**

- 1. The focus of the T-PDP process should be to facilitate the faculty member's performance and productivity growth toward "meeting expectations" in specific area(s) related to scholarship, teaching and/or service.
- 2. The T-PDP must be developed collaboratively by the PTR committee, IAS, and the tenured faculty member.
- 3. The final T-PDP, with agreement indicated through a recorded vote of the committee, and approval by the IAS and dean, must be forwarded to the provost (or designee) to receive final approval.

#### **b. The T-PDP must include:**

- 1. A schedule of events to ensure that the deadlines in the UH Post-Tenure Review Policy are met, including:

- i. The faculty member receives no later than the nearest business day to **May 15** a completed and fully approved T-PDP by the PTR committee, IAS, dean, and provost.
  - ii. The faculty member acknowledges in writing, receipt and understanding of the terms and conditions of their T-PDP to their IAS, the dean, and the provost no later than the nearest business day to **May 22**.
  - iii. The PTR committee sends to the dean, no later than the nearest business day to **November 29**, a written evaluation of the extent to which the faculty member fulfilled the terms of their T-PDP, according to the process and deadlines described in this document section VI: Review of a Completed T-PDP.
2. Specific steps and/or actions the tenured faculty member must complete to remediate their performance in each specific area evaluated as “not meet expectations” during the T-PDP timeframe.
3. Deadlines for the faculty member’s completion of individual remediation steps or actions required during the duration of the T-PDP.
4. Explicit outcomes and/or success metrics to demonstrate successful completion of the terms of the T-PDP for each area.
5. Identification of resources that the tenured faculty member might reasonably need to successfully remediate the identified performance deficits. Some options for support may include, but are not limited to 1) reassignment of student advising, administrative/service tasks, teaching load, and/or chairing of PhD candidacy and thesis/dissertation projects; 2) adjustment of workload percentages to support growth and development in areas of need; or 3) provision of other assistance (e.g., research or teaching assistant).

#### **IV. T-PDP Implementation**

- a. At each deadline stipulated in the T-PDP, the IAS must provide formal written feedback to the faculty member and the PTR committee chair regarding the faculty member’s progress toward successful completion of the relevant steps/actions of the T-PDP.
- b. The faculty member’s willful non-compliance (defined by the provost’s office as intentional failure or refusal to comply or participate) with the terms of the T-PDP, and/or failure to cooperate in jointly developing the T-PDP, may result in the tenured faculty member being subject to disciplinary action as described in the current UH Faculty Handbook and/or UH Board of Regents Policies.

#### **V. Requests to Change the Terms and Conditions of an Ongoing T-PDP**

- a. Allowed for circumstances beyond the control of the tenured faculty member or the PTR committee.
- b. If initiated by the faculty member, the request and supportive documentary evidence must be provided in writing to the PTR committee.
- c. If documentary evidence involves protected personal information, the determination of whether a family medical leave (FML) or an American with Disabilities (ADA) modification is necessary is handled consistent with university policy and not by the PTR committee.
- d. If necessary, the PTR committee makes changes to the T-PDP with review and approval from the IAS, dean, and provost.

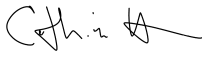
## **VI. Review of a Completed T-PDP**

- a. The faculty member submits to the IAS a written self-evaluation report detailing how they have met the specific terms, conditions, and required outcomes of their approved T-PDP no later than the nearest business day to **November 15**.
- b. The IAS independently evaluates the extent to which the tenured faculty member met the terms of their T-PDP.
- c. The IAS sends the following documents to the chair of the PTR committee and the tenured faculty member no later than the nearest business day to **November 22**:
  - copy of the T-PDP
  - IAS written evaluation of the faculty member's fulfillment of the terms of their T-PDP
  - copy of the faculty member's T-PDP outcomes self-report
  - copy of all written feedback IAS provided the faculty member during the T-PDP's implementation phase.
- d. The PTR committee conducts an independent review of the T-PDP materials and submits to the dean a written recommendation and vote tally indicating whether the tenured faculty member successfully completed the T-PDP, no later than the nearest business day to **November 29**.
  - If the PTR committee has lost any of its original members, before beginning deliberations, the IAS, in consultation with the tenured faculty member, shall select eligible replacement faculty member(s) to serve on the committee.
- e. The PTR committee's recommendation will be submitted to the dean and copied to the tenured faculty member and IAS within 7 calendar days of the PTR committee receiving the T-PDP materials from the IAS.

- f. Following the dean's review, all T-PDP materials and review recommendations from the IAS, PTR committee, and dean are sent to the provost (or designee) for final review and decision. The faculty member is copied on the recommendations at each level.
- g. The provost (or designee) will transmit their decision via email to the tenured faculty member, the IAS, the chair of the PTR committee, and the dean within 7 calendar days of the provost receiving the PTR materials for review.
- h. If the provost concludes that the PTR process was conducted appropriately and that the faculty member successfully met the terms and conditions of their T-PDP, the faculty member reverts to the typical level of annual performance review required under departmental and university F-APR policies.
- i. In the first year following the successful completion of the PTR process, the APR review will utilize the PTR materials, including all recommendations and decision letters for the domain(s) addressed in the T-PDP.
- j. If the decision of the provost is that the PTR process was conducted appropriately, but the tenured faculty member failed to meet the terms and conditions of their approved T-PDP, the tenured faculty member may elect to file a grievance with the University Faculty Grievance Committee to request a review of whether the PTR process was conducted appropriately. The request must be submitted to the University Faculty Grievance Committee within 7 calendar days of receiving notification from the provost. For details about the grievance process, please refer to the UH PTR policy document section F. Disposition of a Fully Completed PTR Process (iii) to (vi).

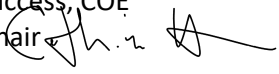
## **VII. Process for Discontinuing the PTR Process**

- a. The tenured faculty member may choose to resign from their position at the University and the University may not be required to continue the PTR process.
- b. The tenured faculty member who is otherwise in good standing may be eligible for a limited term voluntary modification of employment (VMOE), as outlined in the UH Post tenure review policy.

Revision Title	Inserted Revisions	Date and Recorded Vote of Faculty Approval	COE Dean's Approval and Date	UH Provost Approval and Date
Policy Implementation	NA	October 2024 Tenure(d) Track = 48 Yes = 27 No = 0 Abstain = 3	November 11, 2024 	

To: Diane Z. Chase, Ph.D., Senior Vice Chancellor for Academic Affairs, UHS | Senior Vice President for Academic Affairs | Provost, UH

Cc: Jim Briggs, Ph.D., Associate Provost, Faculty Development and Faculty Affairs  
Mimi Lee, Ph.D., Associate Dean, Faculty and Staff Success, COE

From: Cathy Horn, Ph.D., Dean and Elizabeth D. Rockwell Chair 

Date: November 17, 2024

Re: College of Education Post-Tenure Review Policy for Approval Consideration

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Please find as a separate document to this memo the updated College of Education post-tenure review policy (approved by faculty October 2024 and me November 11, 2024). This document aligns with required university and state policy guidelines.

Thank you for review and consideration of final approval. I'm happy to answer any questions you may have.