# PERIODIC EVALUATION OF TENURED FACULTY – POST TENURE REVIEW

## PURPOSE OF PTR

Post tenure review (PTR) is specified in the Collective Bargaining Agreement (CBA) in Provision 15.35:

> *For the purpose of maintaining and improving a tenured faculty unit employee's effectiveness, tenured faculty unit employees shall be subject to periodic performance evaluations at intervals of no greater than five (5) years.*

SJSU's Post Tenure Review policy, S97-5, asserts that the purpose of the Post Tenure Review is to evaluate the professional effectiveness of the faculty member in terms of the scope and currency of their professional work, with reference to their current and future professional career plans. The review, to the extent possible, should focus on a positive, formative, and proactive approach to enhancing faculty careers.

## FACULTY TO BE EVALUATED

All tenured, non-FERP faculty members shall submit a post tenure review in the spring semester of every 5th academic year (AY) in which they have not otherwise been subject to a periodic evaluation (PTR) or performance review (RTP). While still tenured, faculty in FERP status are no longer subject to PTR. Formal reviews of chairs and directors do not reset the 5-year PTR cycle, but such reviews may be used as evidence in PTR.

Administrators with the option to retreat with tenure are not subject to PTR. Upon retreat, however, they shall be scheduled for a PTR in the 5th academic year of return service, inclusive of the retreat AY if they retreated mid-year.

Faculty on an approved leave, sabbatical, or DIP during the PTR semester may be scheduled for PTR the following year. Faculty scheduled for PTR who have a compelling reason to delay their PTR may request a one-year PTR deferral from Faculty Services.

## SUBMISSION GUIDELINES

Faculty write a review of their job performance during the period of review. The period of review is typically 5 years, but includes all time since their last periodic evaluation or performance review). Faculty are responsible for collecting and submitting into eFaculty all evidence required to support their review. SOTE/SOLATE ratings are required for those with teaching responsibilities. Normally, faculty activities reporting should be filed in "Activities" tabs in F180 as indicated below.

### Items to Submit

1. **Post Tenure Review (Faculty Member's PTR Narrative or Statement)**
   Upload to F180 Activities tab: Review: Periodic Evaluation of Tenured Faculty - Post Tenure Review, OR, Candidate's Narrative Statement
   Elements of the required review include:
   - **I. Review of Teaching**
     Review of teaching is required for those with teaching assignments.
   - **II. Professional Currency**
     Currency pertinent to the professional assignment of the faculty member shall be discussed. Evidence of professional development, engagement, and practice may be uploaded to appropriate Activities tabs.
   - **III. Reflective Model (elective)**
     Faculty may elect to engage in a reflective model focusing on their professional career, and should discuss any professional development plan(s).
   - **IV. Other Dimensions (elective)**
     Faculty may discuss any other professional dimensions and upload other associated evidence or materials.

2. **Last periodic evaluation or performance review (e.g., last PTR, tenure and promotion)**
   Upload to F180 Activities tab: Prior Evaluations and Reviews
3. **Updated CV**
   Upload to F180 Activities tab: Curriculum Vitae (CV)
4. **Evidence of teaching effectiveness or academic assignment**
   a. All SOTE/SOLATE ratings
      Faculty Services uploads to Activities tab: Classes Taught at SJSU, SOTE/SOLATEs, Syllabi, etc., OR, Additional Courses and Student Evaluations
      *Reminder:* SOTE/SOLATEs are required for faculty with teaching assignments. Missing SOTE/SOLATEs shall be accounted for. See the Guidelines for Exclusion and Rebuttal of SOTE/SOLATEs.
   **b. Any Direct Observations (peer reviews) of teaching**
      Upload to F180 Activities tab: Direct Observations of Teaching.
      *Reminder:* Missing official Direct Observations shall be accounted for.
   **c. Syllabi and other teaching evidence**
      Upload to F180 Activities tab: Classes Taught at SJSU, SOTE/SOLATEs, Syllabi, etc., OR Additional Courses and Student Evaluations
      *Reminder:* A syllabus for each course title taught during the period of review should be included (e.g., if one taught only DSID 21 and DSIT 10 during the period of review, 2 syllabi total would be uploaded). Other teaching materials that demonstrate effectiveness may be uploaded too.
   **d. Other evidence of academic assignment**
      Upload to F180 Activities tab: Other Academic Assignment, OR other appropriate tabs
      Librarians and Counselors upload the standard items reporting their achievements. All faculty may submit other evidence to support their PTR narrative.

**Other Items**
The department or appropriate administrator may enter evidence into the PTR packet as well. Copies of materials entered this way must be given to the faculty member before the first level of review begins. Faculty may submit a response or rebuttal to any information submitted this way.

**EVALUATION STEPS**
Faculty under review should familiarize themselves with the PTR calendar. Unlike other faculty evaluations, Post Tenure Review also includes meeting with the department chair and/or the committee chair and the Dean or appropriate administrator to discuss the review and department summary. Per Provision 15.36:

*The peer review committee chair and the appropriate administrator shall meet with the tenured faculty unit employee to discuss their strengths and weaknesses along with suggestions, if any, for their improvement.*

Per University Policy S97-5, the department chair, in every case, shall discuss the summary with the faculty member. The faculty member under review should cooperate to ensure the completion of this element of PTR.

**Department Level Review**
A committee of tenured faculty of higher rank than the faculty under review (or equal if evaluating full professors) is elected by the probationary and tenured faculty of the department. Faculty subject to review may not serve on their own committee. While SJSU makes the department chair an ex officio member of the committee, they may elect to not serve and write a separate summary (CBA 15.21). Chairs not of rank may name a qualified replacement to serve on the PTR committee in their place.

During the department phase of review, after the department committee issues its summary, there will be a couple of weeks during which meetings to discuss the review and summary should take place or be scheduled. The committee may revise its summary after this time, and if the chair is reviewing separately, they may complete their own summary. Afterward, the faculty member will have 10 days to submit an optional response or rebuttal. The review, summary(ies), and any optional response are then forwarded to the college level.

**College Level Review**

The Dean or an appropriate administrator will review the PTR materials and may comment on the faculty member's review, the department's summary(ies), and any faculty response to these. During this time, if the faculty member and Dean or appropriate administrator have not yet met to discuss the PTR, they should meet or schedule a meeting for that discussion.

**Evaluation Outcomes**

The evaluation summaries and faculty responses are placed in the faculty member's PAF. If problems related to faculty instructional duties arise in the review, direct observations may be required as a result. The committee or evaluators may make appropriate recommendations for the improvement of instruction (e.g. referral to appropriate faculty development resources). In all cases, the focus shall be on improving faculty performance and career success, and/or resolving problems with faculty performance. The Dean or appropriate administrator may take further steps to address performance issues of concern to them.

**ASSISTANCE FROM THE FACULTY SERVICES TEAM**

To obtain swift staff assistance or help navigating eFaculty for PTR, email eFaculty@sjsu.edu or drop into one of the many Faculty Services Open Labs. Other help for eFaculty is available from eFaculty's vendor at help@interfolio.com. There are multiple self-help guides available from UP's eFacultyTraining and Help web page, and there are video instructions at this YouTube link.

The primary staff member assigned to PTR is the Probationary and Tenured Faculty Analyst, Anthony Hilton. He may be contacted at anthony.hilton@sjsu.edu or 4-3235. If you have questions about policies or regulations governing PTR, you may contact James Lee, Associate Vice President, Faculty Services, at james.lee@sjsu.edu or 4-5866.