



COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES - Office of the Dean
PO Box 15700 Flagstaff, AZ 86011 (928-523-2672)

POST TENURE EXPEDITED FACULTY REVIEW FINAL POLICY

ABOR policy requires that the performance of each faculty be reviewed every year. The majority of post-tenure faculty in each SBS unit will undergo an annual expedited review; while approximately a third will be expected to experience a comprehensive review. The chair or director of each SBS department or program is expected to determine an appropriate rotation so that each member of the faculty has a comprehensive review once every three years, post tenure. Please refer to the College of Social and Behavioral Sciences Post Tenure Annual Review Materials Checklist and the Office of the Provost's Personnel Action Calendar for a description of processes and timelines associated with comprehensive review.

This document is intended to describe the processes and expectations associated with expedited review. Expedited reviews (ER) will be used for the periods between comprehensive reviews. The overall merit rating is established as a result of a comprehensive review. If subsequent expedited reviews affirm the merit rating, that rating remains unchanged for that three year period. Any exception to the expedited review cycle determined by the chair/director of each unit resulting in a comprehensive review requires consultation among the faculty member, unit chair/director, and the chair of the ARC or relevant department committee.

Responsibilities of SBS Chairs/Directors and the Dean in Expedited Review (ER) Process

- The chair/director of each unit determines the rotation cycle of which post-tenure faculty will be evaluated on which cycle and notifies their faculty accordingly. Post-tenure faculty who are not seeking promotion or are not scheduled for the comprehensive review in a given year will be reviewed in this expedited review process. This expedited review process is to either affirm the rating established at the comprehensive review (CR) once every three years, or call for a full comprehensive review. Expedited reviews will most often result in a brief affirmation of ratings given at the last comprehensive review.
- Faculty who have been selected as determined by the unit rotation cycle submit their expedited review files (see materials list) to the chair/director by the date specified in the Provost's Personnel Action Calendar, and the files are reviewed by the chair/director for completeness. It is especially important that the CV encompasses all aspects of the faculty member's success in teaching, research, and service.
- The file is reviewed by the unit's committee – (i.e. the Annual Review Committee), the routing form is signed by the committee chair and the indication of "affirmed rating" is checked. The expedited file is sent to the chair/director for review. A "yes" will indicate that the file has been reviewed and the post-tenure faculty member is still on track with their three year review cycle and previous ratings. A "no" will indicate that a more complete review has been requested.

- After the file is reviewed by the chair/director, she/he signs the routing form and indicates an “affirmed rating” and forwards the expedited file and completed routing form to the Dean’s office by the date specified. A “yes” will indicate that the file has been reviewed and the post-tenure faculty member is still on track with their three year review cycle and previous ratings. A “no” will indicate that a more complete review has been requested. A copy of the completed routing form will be returned to the faculty member to indicate the determination and for their PRF.
- When the only review being conducted is the expedited review, the chair/director submits the following materials to the Dean’s Office by the date specified in the Provost’s Personnel Action Calendar: completed and signed routing form, cover memo, current curriculum vitae (which has evidence of research/creative activity and service), and SOE.
- After the Dean reviews the file and the recommendation on the routing form, the copy is placed in the faculty’s file in the dean’s office.
- The affirmed rating from the expedited review process is subsequently reported to the Provost on the annual review matrix.

Documents and Materials in an Expedited review file (ER)

- Routing form – One routing form is submitted. It is very important this form is complete as this is the only indication of the progression of the file for these expedited reviews. If the form is incomplete it will be returned to the unit along with the expedited review file.
- Expedited review materials for those faculty on the rotation cycle for the current expedited annual review. (These are the only materials submitted by tenured faculty not seeking promotion in a given year):
 - SOE relevant to the year under review. SOEs from previous years are not submitted but are kept by faculty in their personal PRF and by the chair/director in the unit PRF.
 - Current curriculum vitae. It is especially important that the CV encompasses all aspects of the faculty member's success in teaching, research, and service. Faculty are encouraged to bold new CV items since last review for easy reference. Although faculty might want to keep their vitae from previous years, only the current vita is kept by the chair/director in the unit PRF.
 - Cover Memo from the faculty member confirming how their progress throughout the year being reviewed meets with the expectations in their SOE and is documented on their CV, and hence the overall rating from the last comprehensive review should be affirmed. This can be a very brief cover sheet (e.g. less than one page) that summarizes how the individual met the expectations in teaching, research, and services as described in the SOE.
 - Formal evaluations of teaching for the year under review, which include paper copies of SBS student opinion survey results and student comments and the other types of teaching evaluations which are a part of approved unit policy. The results from previous years are kept by faculty in their personal PRF, and the chair/director retains online evaluations electronically and paper copies of those evaluations not available electronically. These do not need to come forward to the dean's office.

POST-TENURE ANNUAL REVIEW

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<i>Due on or before the following dates:</i>	
1. September 1, 2011	Faculty submit file to Chair/Director (Dean in non-departmentalized units), for format and completion check in consultation with Faculty member.
2. September 8, 2011	File to Faculty Status Committee (FSC).
3. October 13, 2010	FSC recommendation to Chair and Faculty member.
4. October 13, 2011 – October 21, 2011	Faculty member has seven (7) days to respond to the Chair, copied to the FSC Chair.

5. October 13, 2011	File to Chair.
6. November 10, 2011	Chair's decision to the Faculty member (copied to the Dean).
7. November 10, 2011 – November 21, 2011	Faculty member has seven (7) days to submit a written appeal to the Dean.

October 6, 2017