

DEPARTMENT OF FINANCIAL PLANNING, HOUSING & CONSUMER ECONOMICS  
POLICY FOR REVIEW OF TENURED FACULTY  
January 26, 2015

I. PURPOSE

The purpose of the review will be to examine, recognize, develop and enhance the performance of tenured faculty members at the University of Georgia in the Department of Financial Planning, Housing and Consumer Economics.

II. CRITERIA

- A. These criteria reflect the overall mission of the Financial Planning, Housing and Consumer Economics Department and are sufficiently flexible to accommodate faculty with differing responsibilities and particular strengths who contribute to the mission of the Department in distinct ways.
- B. The Financial Planning, Housing and Consumer Economics Department shall ensure that the criteria governing faculty review do not infringe on the accepted standards of academic freedom of faculty, including the freedom to pursue novel, unpopular, or unfashionable lines of inquiry. The review shall be carried out free of bias or prejudice by factors such as race, religion, sex, color, national origin, sexual orientation, ethnicity, age, disability, political affiliation or veteran status.

III. PROCEDURES

- A. Reviews shall occur once every five years after tenure or promotion has been granted unless delayed because the faculty member is on leave; or because his or her review for promotion to professor is approved by the faculty of the promotion/tenure unit for the following year. These reviews may be combined with other reviews, including (but not limited to) nominations for chaired professorships, major teaching awards, graduate faculty appointments, national professional honors or awards. In the case of combined reviews, the Post-Tenure Review Committee may require supplementary documentation from the faculty member, which meets the criteria of C. 1 below.
- B. The review committee will consist of three tenured faculty members. Names of faculty eligible to serve on each individual committee will be determined by the unit head in consultation with the faculty member being reviewed. These names will be placed in a basket and drawn by the Office Manager. The first three names will serve as the post-tenure review committee of the first faculty person (in alphabetical order) on the post-tenure review list for that year. This procedure will be followed until each faculty to be reviewed has a committee of three persons plus one alternate. Full Professors will be reviewed by no more than one Associate Professor. Associate Professors will be reviewed by at least two full professors. The first FHCE department name pulled will be the chair of the committee. At least one member of the committee may be chosen from another department. However, at least one member of the committee must be from FHCE. The department head will review the names of the proposed committee members with the faculty member to be reviewed. The faculty member under review may formally object to the service of a faculty member in a review capacity. Up to five such objections will be

honored if made to the promotion/tenure unit head. The faculty member chosen to serve on the Post-Tenure Review Committee may also decline to serve. Every effort will be made to keep these formal objections confidential and the formal objections will not be released by the University, except as required by law.

C. Review procedures shall include:

1. A review of qualitative and quantitative evidence of the faculty member's performance over at least the previous five-year period. The evidence should include a current curriculum vita, material providing documentation of the faculty member's accomplishments and contributions that the peer-review committee or the faculty member judge to be relevant to the review. The faculty member should provide the Post-Tenure Review Committee with a concise summary of accomplishments and future plans not to exceed two pages in length.
2. Discussion with the faculty member about his or her contributions to the profession, the Department and the University, if either the Post-Tenure Review Committee or the faculty member so desire.
3. Appropriate consideration of a faculty member's contributions to the interdisciplinary programs, governance, administration and other programs outside the Department.

D. The Post-Tenure Review Committee shall provide the faculty member with a concise, written summary of the review and a conclusion as to whether his/her performance is deemed satisfactory. The faculty member shall have the opportunity to prepare a written response to the summary. A copy of the summary and any written response to it shall be given to the department head and shall be placed in the personnel file of the faculty member. If the faculty member's performance is deemed not satisfactory, the Post-Tenure Review Committee shall provide a report identifying the areas of weakness and suggest actions that might strengthen the faculty member's performance.

E. The department head shall also maintain in the faculty member's personnel file all documents that played a substantive role in the review (other than document such as publications that are readily accessible elsewhere), and a record of any action taken as a result of the review.

F. A faculty member may request reconsideration of the post-tenure review recommendation of the Post-Tenure Review Committee by submitting a letter and additional documentation to the department head within fifteen days of receipt of the written review.

G. A faculty member may appeal in writing a Post-Tenure Review Committee action or decision within fifteen days of the final action of the Post-Tenure Review Committee. The appeal will go to the Faculty Post-Tenure Review Appeals Committee. The faculty Post-Tenure Review Appeals Committee would be a seven-member faculty committee elected by the University Council for two-year staggered terms. The Executive Committee of the University Council shall nominate faculty members at the rank of professor with tenure from within and outside the University Council as candidates for election to the Faculty Post-Tenure Review Appeals Committee. No more than two members shall be from any one college. The committee shall elect its chair annually. The Faculty Records Office of the Office of Vice President for Academic Affairs will provide staff assistance.

#### IV. ACCOUNTABILITY

- A. A copy of the department's post-tenure review policies and procedures shall be filed with the Dean of the College of Family and Consumer Sciences.
- B. The department unit head shall maintain a record of reviews completed, including the name of all reviewers.
- C. At the end of each academic year, the Dean of the College of Family and Consumer Sciences shall receive a report from the department head, listing the names of faculty members reviewed during that academic year and summarizing the outcomes of those reviews.
- D. Any exceptions to this review process must be approved by the Faculty Affairs Committee of the University Council.
- E. The periodic review of the Financial Planning, Housing and Consumer Economics Department shall include review of the post-tenure process of the unit.
- F. If a faculty member's performance is deemed not satisfactory in the review, once all requests for reconsideration and appeals have been exhausted, the Financial Planning, Housing and Consumer Economics unit head, the faculty member and the chair of the Post-Tenure Review Committee, must establish a formal plan of faculty development. This plan must be approved by the majority of the Faculty Post-Tenure Review Committee. The plan should a) define specific goals or outcomes to be achieved; b) outline activities that will be undertaken to achieve the goals or outcomes; c) set appropriate criteria by which the faculty member will monitor progress. The Financial Planning, Housing and Consumer Economics head will be responsible for forwarding the formal faculty development plan to the dean. The Financial Planning, Housing and Consumer Economics head, the dean and the appropriate vice president are jointly responsible for arranging suitable resources for the development plan, if required. The promotion/tenure unit head will meet with each faculty member whose performance was deemed unsatisfactory at the time of the annual evaluation to review progress toward achieving the goals or outcomes of the development plan. A progress report, which will be included in the annual review, will be forwarded each year to the Dean of the College of Family and Consumer Sciences. It will be the responsibility of the Financial Planning, Housing and Consumer Economics head and a peer review committee (selected as in IIIB) to determine if, after three years, the faculty whose performance was deemed not satisfactory, has been successful in completion of the faculty development plan. The Financial Planning, Housing and Consumer Economics head will report that finding to the Dean of the College of Family and Consumer Sciences who will proceed in accordance with the University and Board of Regents' policies.

#### V. IMPLEMENTATION

- A. The Financial Planning, Housing and Consumer Economics plan for scheduling reviews of tenured faculty is attached. The five-year cycle of reviews begin during the 2014-15 academic year.

- B. When the Financial Planning, Housing and Consumer Economics head is the person being reviewed under this policy, the Dean of the College of Family and Consumer Sciences shall assume the unit head's function in this review.