

DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY SCIENCE  
POLICY FOR REVIEW OF TENURED FACULTY

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 Human Development and Family Science.

II. Criteria

- A. The criteria should reflect the overall mission of the promotion/tenure unit and should be sufficiently flexible to accommodate faculty with differing responsibilities and particular strengths who contribute to the mission of the institution in distinct ways.
- B. The promotion/tenure unit, as defined in the Guidelines for Appointment, Promotion, and Tenure 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 below criteria in item C1 for review procedures.
- B. Such procedures to establish the committee may include (but are not limited to) election, lottery, or a committee of the whole; but cannot include appointment by the promotion/tenure unit head. The committee shall consist of a minimum of three tenured faculty members and may include faculty from other promotion/tenure units contingent upon their willingness and availability to serve.

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, unless guidelines established within the promotion/tenure unit provide for a greater number. 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. However, the peer-review committee shall include at least one member from the Department of Human Development and Family Science.

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 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 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 promotion/tenure unit 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 promotion/tenure unit head shall also maintain in the faculty member's personnel file all documents that played a substantive role in the review (other than documents 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 promotion/tenure unit head within fifteen days of the 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 Office of Faculty Affairs of the Office of the Senior Vice President for Academic Affairs & Provost 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 names 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 Department of Human and Family Development 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 Department of Human Development and Family Science 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; d) indicate appropriate criteria by which the faculty member will monitor progress. The Department of Human Development and Family Science head will be responsible for forwarding the formal faculty development plan to the dean. The Department of Human Development and Family Science head, the dean and the appropriate vice president are jointly responsible for arranging suitable resources for the development plan, if required. The Department of Human Development and Family Science 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 Department of Human Development and Family Science head and a peer review committee (selected as in III B) to determine if, after three years, the faculty member, whose performance was deemed not satisfactory, has been successful in completion of the faculty development plan. The Department of Human Development and Family Science head will report that finding to the Dean of the College of Family and Consumer Sciences who will proceed in accordance with University and Board of Regents' policies.

## V. Implementation

A. The Department of Human Development and Family Science shall prepare a plan for scheduling reviews of tenured faculty. The five-year cycle of reviews should begin during the 1997-98 academic year.

B. When the head of the Department of Human Development and Family Science 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.