

DEPARTMENT OF TEXTILES, MERCHANDISING AND INTERIORS

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 in the Department of Textiles, Merchandising and Interiors at the University of Georgia.

II. CRITERIA

- A. These criteria reflect the overall mission of the Department of Textiles, Merchandising and Interiors and are sufficiently flexible to accommodate faculty with differing responsibilities and particular strengths who contribute to the mission of the Department in distinct ways.

The Department of Textile, Merchandising and Interiors 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 origins, 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 department 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 faculty member being reviewed and the department head may submit an unlimited number of names of tenured faculty as prospective members of the review committee. From the pool of nominees, committee members will be selected by lottery. The lottery process shall continue until three members are selected and the following criteria are met: The committee shall consist of a minimum of three tenured faculty members, the committee must include at least one member from the individual's department, and it 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 department head. 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 annual reviews by the promotion/tenure unit head, a current curriculum vitae, material providing documentation of the faculty member's accomplishments and contributions that the peer-review committee of 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 interdisciplinary programs, governance, adm

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 accomplishments.

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 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 department 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 is elected by the University Council.

IV. **ACCOUNTABILITY**

- A. Copies of the department's post-tenure review policies and procedure shall be filed with the Dean of the College of Family and Consumer Sciences.
- B. The department 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 response 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 shall include a review of its post-tenure review process.
- 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 head, in consultation with 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 times within which the goals or outcomes should be accomplished; and d) indicate appropriate criteria by which the faculty member will monitor progress. The department head will be responsible for forwarding the formal faculty development plan to the dean. The department head, the dean, and the appropriate vice president are jointly responsible for arranging suitable resources for the development plan, if required. The department 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 head and peer review committee 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 head will report that finding to the Dean, who will proceed in accordance with University of Board of Regents' policies.

V. **IMPLEMENTATION**

- A. A review of each tenured faculty member shall be scheduled every five years. Reviews shall begin during academic year 1997-98, and continue on a cycle basis, with no more

than three reviews being conducted each year. For the initial cycle, the schedule for reviews of tenured faculty shall be as follows:

1997-1998 - Epps and Perenich
1998-1999 - Etters and Yang
1999-2000 - Annis and Leonas
2000-2001 - Hathcote and Hunt
2001-2002 - Hardin

- B. In all cases in which the department head is the person being reviewed under this policy, the Dean of the College of Family and Consumer Sciences shall assume the department head's function in this review.

Adopted by TMI faculty 4/25/97 HHE-4/28/97