ACADEMIC ALERT #2002-3

DATE: October 1, 2001

DECISION: Implementation of the Performance Review Policy for Tenured Faculty (FP103b)

FP 103b Performance Review Policy for Tenured Faculty (attached) was approved by the Faculty Senate on January 17, 2001, and by the President's Cabinet and the Board of Trustees on April 25, 2001. The policy was implemented as follows:

1. During Summer 2001, the names of all tenured faculty members, with the exception of those newly tenured, were written on separate slips of paper and placed in a receptacle.

2. With a Senate member/designee present, faculty names were removed by a member of the Provost staff from the receptacle one at a time and consecutively placed in categories of "Year One", "Year Two", and "Year Three". The categories and names were submitted to Senate and all faculty members were notified in writing of their category.

3. All faculty members will set a three year plan with specific annual .goals and benchmarks and submit this plan to their primary evaluator by December 1, 2001.

4. Faculty in the "Year One" category will be notified by November 1, 2001 that they are scheduled for performance review and will prepare a narrative for submission to the primary evaluator by June 30, 2002.

5. Primary evaluator will schedule meetings with the "Year One" faculty members by December 31, 2002 to conduct a performance review.

6. Similarly, "Year Two" faculty members will be notified in November 1, 2002, submit narratives by June 30, 2003, and meet with their primary evaluator by December 31, 2003. "Year Three" faculty members will be notified in November 1, 2003, submit narratives by June 30, 2004, and meet with their primary evaluator by December 31, 2004.

7. The cycle of performance review will continue as described above. The second academic year after the granting of tenure, newly tenured faculty members will begin Year I (One) of a three-year cycle.

IMPLEMENTATION DATE: Summer 2001

CONTACT: Dr. Kathryn J. Tooredman, Vice Provost Ext. 5516
Linda S. Tafel, Ed.D., Provost and Senior Vice President for Academic Affairs