

POST-TENURE REVIEW AUDIT COMMITTEE CALs AUDIT PROCEDURES

University guidelines require a college-level audit of 20 percent of tenured faculty evaluations each year by an elected or appointed college peer committee. Over a five-year period, all tenured faculty will have been included, with the exception of those newly tenured. The committee “checks the adequacy of the process and makes appropriate recommendations to the unit peer committee.” If necessary, the committee may refer files back to the unit. The post-tenure review audit must be completed in the colleges by September 15 and a report is due to the provost around October 1.

The CALs Post-tenure Review Audit Committee is elected. Committee members serve staggered three-year terms. Members represent the biological sciences (3), natural sciences (2), and social sciences (2). Each December, nominations are solicited from unit heads to develop a list of candidates to replace those whose terms have expired. Elections are held at the start of the spring semester in January. The committee elects a new vice-chair in the spring who in turn becomes chair the following year.

The committee holds an initial meeting to discuss procedures and elect the new vice-chair (late April or early May). Once all packets are received from CALs units (due May 15), the chair assigns each member of the committee a set of units to review. Each committee member will review from one to four units (but not their own unit) with a total of about six or seven faculty packets. Members usually are assigned the same units each year during their tenure on the committee to facilitate comparison with prior years and monitor responses to suggestions. The chair and/or vice-chair will review as many packets as possible. Committee members read the unit guidelines and any materials from the unit head and then review individual faculty packets. They assess whether the guidelines are clear and whether evaluations appear to be consistent with unit guidelines. They do not assess the actual rating. Members use one form per unit to make notes for later discussion. All members review the packets of any faculty who received less than satisfactory in either one area or overall. These cases require a formal improvement plan agreed to by the unit head and faculty member.

Committee review takes place over the summer. Members can sign out materials for short periods, but should return them promptly when finished. The full committee meets again in August to discuss their findings (preferably the week when academic-year faculty are back, but before classes start). The chair prepares an official report to the dean. The chair also sends a memo to the dean regarding any overall suggestions and individual memos or letters to unit heads regarding specific suggestions to improve the process or note areas that are well done in their units.

In the rare instance when there is an appeal of an evaluation, the dean may ask the committee for advice and comment before ruling on the appeal. The committee would most likely schedule a special meeting to address an appeal.