CALS POST-TENURE REVIEW COMMITTEE – AUDIT PROCEDURES

Overview
1) University guidelines require a college-level audit of 20 percent of tenured faculty evaluations each year by an elected or appointed college peer committee.
2) Over a five-year period, all tenured faculty will have been included, with the exception of those newly tenured (within last 3 years).
3) The committee “checks the adequacy of the process and makes appropriate recommendations to the unit peer committee.”

Post-tenure Review Committee Makeup
1) The CALS Post-tenure Review Committee is elected.
2) Committee members serve staggered three-year terms.
3) Members represent the biological sciences (3), natural sciences (2), and social sciences (2).
4) Each January, 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 if necessary. The committee elects a new vice-chair in the spring that in turn becomes chair the following year.

Committee Audit Process
1) The committee holds an initial meeting to discuss procedures (in late April or early May), elects a vice-chair, and addresses any related committee activities.
2) 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. Individual packets are reviewed over the summer work break.
3) 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. Members are given electronic access to their assigned packets or they may sign out the paper materials for short periods.
4) Each packet is reviewed by two members. Committee members assess whether the unit guidelines are clear and whether evaluations appear to be consistent with unit guidelines. However, committee members do not assess the actual rating. The committee may develop a method for assessing each individual faculty packet and documenting notes for later discussion.
5) All members review the packets of any faculty who received an unsatisfactory (1) rating in either one area or overall score. These cases require a formal improvement or development plan per applicable University policies.
6) The chair and/or vice-chair will review as many packets as possible, including packets received for current committee members as long as they are not in the same department.
7) If necessary, the committee may refer files back to the unit.

Committee Audit Results and Reports
1) The committee meets in August to discuss their findings (preferably the week when academic-year faculty return, but before classes start).
2) By September 15, the chair prepares and sends an official report to the dean, noting areas that may require attention or improvement and any overall recommendations. The CALS Director of Human Resources is copied on this report.
3) By September 15, the chair prepares and reports to individual unit head recommendations, suggestions, and improvements. The CALS Director of Human Resources is copied on this report.

Unit Head Request for Review of the Committee’s Audit Results
1) In the rare instance when there is an appeal of the committee’s audit results, the dean may ask the committee for advice and comment.