

## Procedures for Annual Review of Tenured Faculty

### (Summary of ECU Policy 4.6.17)

Focus on faculty goals and professional development plan in three areas:

- teaching
- scholarship
- service

### **Three-year recurring cycle**

**Years One and Two** are brief and formative in nature.

- 1) Faculty member conferences with Chair (no later than April 1) should address:
  - faculty member's achievements with specific reference to previous year's goals
  - any areas of concern
  - PD goals for next year
- 2) Chair sends brief written statement or Department form to Dean with copy to faculty member.

**Year Three** is more in-depth.

- 1) Faculty member prepares written reflection (1-3 pages) of their work since last Year Three Review.
- 2) Faculty member conferences with Chair (no later than March 1). Consider Department performance standards and faculty member's workload to:
  - evaluate work over past 3 years
  - establish PD goals for the next year (Year One in the new cycle)
- 3) Within 10 calendar days of conference, Chair provides faculty member with written evaluation including one of the following ratings in each area (teaching, scholarly/creative, and service) plus an overall rating.
  - "exceeds standards" - must be explained in writing
  - "meets standards"
  - "below standards" - must be explained in writing
- 4) Faculty member may respond in writing within 10 days of receiving evaluation.
- 5) "Below standards" ratings are reviewed by Third Year Review (TYR) Committee.
- 6) Chair sends Year Three Review, faculty member response (if any), and TYR Committee response (if any) to Dean (no later than April 1).
- 7) Dean evaluates and notifies Chair and faculty member by May 1.
  - "exceeds standards" – eligible for University recognition
  - "below standards" – Faculty member must set goals in consultation with Chair and then revisit during Year One of next cycle. If significant progress is not made, TYR Committee will evaluate. If they concur, then Chair may initiate Post-Tenure Review Process.