

**ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES
EAST GEORGIA STATE COLLEGE**

NAME OF POLICY/ PROPOSAL: Revision of the "Post-Tenure Review Policy"

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

- | | | |
|--|---|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> New Degree Program | <input type="checkbox"/> Changes to Degree Program Requirements |
| <input type="checkbox"/> Deactivate Course | <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Reactivate Course |
| <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Deactivate Degree Program | <input type="checkbox"/> Discontinue Degree Program |
| <input type="checkbox"/> Reactivate Degree Program | | <input type="checkbox"/> Statutes Revision |
| <input type="checkbox"/> Policy Proposal. | <input checked="" type="checkbox"/> Policy Revision | <input type="checkbox"/> Other: _____ |

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC

Thomas Upchurch _____ 2-25-2021 _____
Signature Date

Dean Approval:

Signature Date

APCC Action: Approved Denied Returned Tabled

Signature of Vice President for Academic and Student Affairs, Chair Date

Comments: _____

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action: Approved Denied Returned Tabled

Signature of Faculty Senate President Date

Comments: _____

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs

Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.

PRESIDENT

President's (or designee's) Action: Approved Denied Returned Tabled

Signature Date

Comments: _____

Distribution By:

Signature Date

President's Office keeps a copy of this **ACADEMIC POLICY/PROPOSAL ROUTING FORM**; Original form is sent to Academic Affairs for distribution to the following:

- | | |
|--|------------|
| Faculty Senate—President | Date _____ |
| Academic Policies & Curriculum Committee—Chair/VPASA | Date _____ |
| Chief of Staff/Legal Counsel | Date _____ |
| Registrar's Office | Date _____ |

Proposal for Policy Change:

Modify the requirement that “all the tenured faculty of the school” must serve on the Post-Tenure Review committee to “a committee of 6 to 8” appointed by the Dean.

Rationale:

The current policy requires all tenured faculty within each school to automatically serve on the Post-Tenure Review committee each year unless they are excused from service by the Dean. In Humanities and Social Sciences, more than 20 people are tenured and thus required to serve. The committee is too large and unwieldy for practicality. It is overkill to have more than six to eight peers evaluate the dossiers.

See the current policy in its entirety below. The line highlighted in yellow should be deleted and replaced with the sentence in “red” in quotation marks.

Adopted by Faculty Senate 1/20/17, Adopted by President 6/17/17

7.6 Post-Tenure Review

Policy Criteria

East Georgia State College has adopted the following policy for Post-Tenure Review in accordance with section 4.6 of the Board of Regents Academic and Student Affairs Handbook and section 8.3.5.4 of the Board of Regents Policy Manual. In keeping with the mission of East Georgia State College, each faculty member will be evaluated according to the following criteria:

1. Teaching
2. Service to the Institution and Community
3. Professional Growth and Development.

Post-tenure dossiers must demonstrate noteworthy achievement in teaching and at least one other of the three criteria; activity in all three areas is required.

Frequency

According to policies of the Board of Regents, faculty will undergo review every five years after being granted tenure. Deans will inform faculty members that they are beginning their year of review by the start of the fall semester. When a faculty member submits a promotion dossier, the promotion dossier takes the place of the post-tenure review, so that the posttenure timeline is restarted; no tenured faculty member will be required to submit two

dossiers within five years, excepting faculty members who fail to pass post-tenure review.

Faculty members who refuse to submit a post-tenure review dossier must submit a signed letter of intent to retire or resign within two years. Upon the withdrawal of the letter of intent to retire or resign, the post-tenure timeline will be re-established as without interruption.

Post-Tenure Review Committee

Post-tenure review dossiers will be reviewed by all the tenured faculty of the school (excluding the Dean and the faculty member being reviewed) in which reviewed faculty serves.--replace with "Post-tenure review dossiers will be evaluated by a committee of 6 to 8 tenured faculty chosen by the Dean of the school in which the faculty being reviewed serve (excluding the Dean and the faculty member[s] being reviewed)." The Dean shall convene the committee; the committee will elect its chair. Review committees must have a minimum of three members; if the school has fewer than three tenured faculty, the committee will be expanded to three according to the rules expressed in section 7.5, Review Committees for Promotion/Tenure. Faculty may be excused from serving on a post-tenure review committee at the discretion of the Dean for reasons including but not limited to a heavy teaching load, service on one or more simultaneous review committees, or a conflict of interest.

Administration/Dossier

Post-tenure dossiers are due by March 1 of the review year; they are to be submitted to the chair of the review committee.

Faculty members who have received at least four satisfactory supervisory evaluations over the five-year review period will submit an abbreviated dossier composed of a letter from their supervisor attesting to their professional performance over the past five years, a current curriculum vitae, and a two-year development plan.

Faculty members who have received at least two unsatisfactory supervisory evaluations over the five-year review period will submit a full dossier composed of the following items:

1. A letter of evaluation from the immediate supervisor.
2. A current curriculum vitae.
3. A summary of student evaluations from one class per year for the past five years.
4. Annual reports for the past five years.
5. A copy of evaluations from the division chair for the past five years.
6. A thorough two-year professional development and growth plan that addresses each of the three criteria for post-tenure review with attention to areas of identified weakness.

7. Any additional information that is cogent to the post-tenure review.

If, after examining the dossier, the review committee feels there are significant omissions, the faculty member will be informed and given the opportunity to fill in the missing data. By majority vote, the review committee will determine whether the faculty member's performance is satisfactory or unsatisfactory.

Outcomes

At the conclusion of the review, the review committee will report its decision to the vice president for academic affairs. If the vice president for academic affairs agrees with the decision of the review committee, he/she will notify the faculty member, the Dean, the department chair (if any), and the president that the review has been successfully completed. If the vice president for academic affairs does not agree with the decision of the review committee, he/she will give his/her points of disagreement to the review committee in writing and ask that they reconsider the faculty member's dossier. The final decision will rest with the review committee. The review committee will notify the faculty member, the Dean, the department chair (if any), vice president for academic affairs, and president of the final decision no later than the last day of the spring semester during which the dossier was submitted. If performance is deemed to be unsatisfactory, "the faculty member's supervisor(s) and faculty member will work together to develop a formal plan for faculty development that includes clearly defined and specific goals or outcomes, an outline of activities to be undertaken, a timetable, and an agreed-upon monitoring strategy. If, after three years, the faculty member has not been successful with remedying the identified deficiencies, he or she may be subject to dismissal for cause (regular, independent dismissal processes will apply)" (BoR Academic & Student Affairs Handbook 4.6).

Appeals

A faculty member has the right to appeal the decision of the review committee to the PostTenure Review Board, which is composed of all tenured faculty members (who are not being reviewed) from each school. The appeal may encompass any action, review, or evaluation that is relevant to the post-tenure review. The appellant will submit a letter of appeal along with his/her

post-tenure review dossier to the president of the faculty senate who will make the appeal materials available to members of the Post-Tenure Review Board. The faculty senate will conduct a vote of the Post-Tenure Review Board no later than thirty days after the appeal is submitted to the faculty senate; a two-thirds vote of the Post-Tenure Review Board will be required for an appeal to succeed.

The faculty senate president will inform the college president of the result of the vote. The college president shall review the decision by the Post-Tenure Review Board and inform the appellant and the appellant's supervisor of his/her final decision within fifteen days of receiving the post-tenure review board's vote. In accordance with Board of Regents policy, any employee in the University System aggrieved by a final decision of the president of an institution may apply to the Board's Office of Legal Affairs for a review of the decision (BoR Policy Manual 8.6).

Rewards

Faculty who pass post-tenure review should be rewarded in the form of merit pay increases and priority consideration for development opportunities.