

College of Education (COE)
Florida Atlantic University
Post-Tenure Review Procedure and Criteria
Approved December 1, 2023

I. INTRODUCTION

This document presents the guidelines for Post-Tenure Review (PTR) for the College of Education at Florida Atlantic University. Portfolios prepared in pursuit of PTR should reflect a comprehensive five-year record of the individual's work in supporting academic and professional targets, and criteria outlined in this document.

II. GUIDELINES

Post-Tenure Review (PTR) serves as a periodic review of tenured faculty and is designed to recognize and reward sustained performance in accordance with a faculty member's assigned duties. It is expected that all faculty, specifically all candidates for PTR are abreast of details of the following:

- The most recent documents posted on the Provost's Post-Tenure Review website (<https://www.fau.edu/provost/for-faculty/post-tenure/>) College of Education Post-Tenure Review Procedure and Criteria (this document)
- College of Education PTR Procedure (see Item VI below).
- Relevant State statutes, BOG Policies (10.003), etc.

III. COLLEGE OF EDUCATION PTR CRITERIA

Faculty annual workload assignments (annual assignment) reflect the following three categories: (i) teaching/instructional efforts, (ii) research and related scholarly or creative accomplishments, and (iii) service. Candidates undergoing PTR shall be evaluated in the categories of their annual assignment over the PTR period. As PTR explicitly considers the Annual Assignments of each faculty member, expectations shall be commensurate with the weights of the three areas of the assignment (teaching/instructional efforts, research and related scholarly or creative accomplishments, and service), as well as the annual evaluations over the same time period.

Teaching/Instructional Efforts: As defined by annual assignments, the faculty member must maintain dutiful teaching of assigned undergraduate and/or graduate courses and other instructional efforts, as evidenced by*:

- SPOT scores
- Chair of doctoral committee (or other especially significant role-must be explained)
- Chair of master's thesis committee
- Chair of committee to develop or update academic program/curriculum
- Build an internship or externship program
- Develop a course for the curriculum
- Mentor an undergraduate or graduate researcher(s)
- Mentor a post-doctoral scholar(s)

Research and related scholarly or creative accomplishments: As defined by annual assignments, the faculty member must maintain assigned level of research and scholarly activities, as evidenced by*:

- Publication of book (national/international publishing house; not a vanity press) reflective of a culmination of a clearly defined area of research or scholarly inquiry

College of Education PTR Procedure and Criteria

- Published articles (international or national refereed journals) in a clearly defined area(s) of research or scholarly inquiry
- Publication of workbooks/study guides published by a major publisher
- Presentations (refereed; international/national conference) reflective of a clearly defined area(s) of research or scholarly inquiry
- Published proceedings/papers in refereed international or national publications reflective of a clearly defined area(s) of research or scholarly inquiry
- Editor, book or readings published by national or highly recognized publishing house
- Funded grants
- Editor-in-Chief, international/national journal

Service: As defined by annual assignments, the faculty member must duly serve on assigned service in various forms, as evidenced by*:

- Chair, state, national, or international academic conference committee
- Chair of a committee for state university system
- Service to federal or international educational system
- Service on College and/or university-wide committees
- Grant reviewer (federal, national professional organization)
- Chair, Secretary, Treasurer roles on committees at different levels
- External Reviewer of P&T dossier from another university
- Leadership in a professional organization
- Serve as chair/discussant at conference sessions
- Collaborate/support student (undergraduate or graduate) participation in conferences

****Note: Examples provided are neither exhaustive nor prescriptive of sufficiency in meeting expectations. Additional indicators may be selected from the COE P&T document. All activities must be taken in the context of a faculty member's assignment.***

IV. PTR PORTFOLIO (Dossier)

The PTR portfolio should include documents relevant to the five-year review period:

- a current *curriculum vita* that utilizes the current Provost's template for P&T and clearly highlights accomplishments in teaching/instructional efforts, research and related scholarly or creative accomplishments, and service over the past five years,
- copies of the faculty member's last five annual assignments and annual evaluations including any attached written rebuttals by a faculty member under review
 - In addition, the faculty member will complete the College of Education's Annual Assignment Table (see Appendix A) and Summary of Annual Evaluations Table (see Appendix B) and the Summary of SPOT Scores Table (see Appendix C) for the previous five-year period.
- a copy of the report of the previous SPE or PTR, if available,
- a copy of the COE Post-Tenure Review Procedures and Criteria,
- a brief (2 page) narrative from the faculty member, and
- other relevant measures of faculty conduct as appropriate.

College of Education PTR Procedure and Criteria

V. RATING THE PORTFOLIO

Portfolios will be rated using the scale:

- **Exceeds Expectations:** a clear and significant level of accomplishment beyond the unit's and University's written criteria for Meets Expectations, and beyond the average performance of faculty across the faculty member's discipline in comparable institutions and unit.
- **Meets Expectations:** an expected level of accomplishment based on the unit's and University's written criteria for Meets Expectations, compared to faculty across the faculty member's discipline in comparable institutions and unit.
- **Does Not Meet Expectations:** performance falls below the unit's and University's written criteria for Meets Expectations, compared to faculty across the faculty member's discipline in comparable institutions and unit, but is capable of improvement.
- **Unsatisfactory:** performance fails to meet the unit's written criteria which reflects disregard or failure to follow previously documented advice or other documented efforts to provide correction; or documented incompetence or misconduct, as defined in applicable University regulations and policies, or applicable CBA provisions.

Evaluation Considerations

- Faculty member's assignments and respective performance expectations may have changed over the past five years.
- Faculty member's contributions to the Department, the College, and the University may have varied over the past five years.
- Faculty member's innovative and transformative research or teaching may take time to succeed and may take time to develop or yield particular products.
- Unusual or unpopular research, teaching, or service is not by itself sufficient cause for a negative evaluation.
- Evaluators shall consider any unique circumstances of each faculty member's areas of research, teaching, service, and/or academic administration in the context of overall performances by all tenured faculty members in the Department.

VI. PTR PROCEDURE

- A. Post-Tenure Review (PTR) will be conducted every five years after tenure.
- B. The office of the Dean of the College of Education shall notify faculty members and the Department Chair of upcoming PTR Evaluations and the due date for the evaluation file. The Department Chair shall establish appropriate departmental deadline dates for the PTR process to meet the due date set by the College.
- C. The faculty member shall prepare a PTR Portfolio in Interfolio. This portfolio shall summarize and highlight accomplishments based on the College's criteria and their performance relative to assigned duties. It is incumbent on the faculty member to present their case for how their accomplishments in teaching/instruction, research/scholarship, and

College of Education PTR Procedure and Criteria

service meets or exceeds expectations based on the PTR criteria.

- D. Faculty should also consult their personnel file (through the Dean's office) for any substantiated complaints following a university investigation and notify the chair accordingly.
- E. The Department Chair shall convene the PTR Advisory committee, which includes all eligible¹ faculty members and assigns a faculty, preferably in the area of specialization of the candidate, as the Advisory Committee Chair. Based on the candidate's portfolio, the department committee will rate the portfolio using the scale: Exceeds Expectations, Meets Expectations, Does Not Meet Expectations, or Unsatisfactory.
- F. The Advisory Committee's report (see "Review Report Requirements" in the Provost Post-Tenure Review memo) shall be available to the PTR candidate. The candidate may submit a response within a designated time frame (5 calendar days). The Advisory Committee's report and any applicable candidate response will be added to the PTR candidate's portfolio, then submitted to the Department Chair.
- G. The Department Chair shall review the candidate's portfolio, the Advisory Committee's report, and any applicable candidate response. The Chair shall also review additional records, related to the candidate's professional conduct, academic concerns, and performance concerns (if applicable). Subsequently, the Chair shall submit a report (see "Review Report Requirements" in the Provost Post-Tenure Review memo) to the Dean assessing the candidate's level of achievement and certifying any substantiated concerns regarding the candidate's professional conduct, academic matters, and performance issues (if applicable). The Chair's report will also include an independent performance rating of the PTR candidate's portfolio using the scale: Exceeds Expectations, Meets Expectations, Does Not Meet Expectations, or Unsatisfactory.
- H. The Department Chair's report shall be made available to the PTR candidate, who may then submit a rebuttal within a designated time frame (5 calendar days). The candidate's portfolio, PTR Advisory Committee's Report, Department Chair's report, and any applicable candidate responses are submitted to the Dean who makes an independent rating to the Provost using the scale: Exceeds Expectations, Meets expectations, Does Not Meet Expectations, or Unsatisfactory.
- I. The Dean shall review the candidate's portfolio, the report of the PTR Advisory Committee, the Department Chair's independent review and report, and any additional substantiated concerns regarding the candidate's professional conduct, academic matters, and performance issues, if applicable. The Dean shall prepare and submit to the University Provost a report (see "Review Report Requirements" in the Provost Post-Tenure Review memo) with an independent performance rating of the PTR candidate using the scale: Exceeds Expectations, Meets Expectations, Does Not Meet Expectations, or Unsatisfactory.
- J. The Dean's report shall be available to the PTR candidate who may then submit a response report within a designated time frame (5 calendar days). The Dean's report together with

¹ For PTR of full professors, all full professors are eligible faculty; for PTR of associate professors all associate and full professors are eligible faculty – in both cases, individuals with conflict of interest are excluded from PTR Advisory Committee

College of Education PTR Procedure and Criteria

the entire PTR candidate's portfolio and any applicable response reports are submitted to the Dean who will forward the entire PTR application to the Provost.

College of Education PTR Procedure and Criteria

Appendix A: College of Education's Annual Assignment Table

	Year 1		Year 2		Year 3		Year 4		Year 5	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Teaching										
Research										
Service										

Faculty will list the assignment in research, teaching/instruction, and service for each fall and spring semester in the five-year review period.

College of Education PTR Procedure and Criteria

Appendix B: Summary of Annual Evaluations Table

	Year 1	Year 2	Year 3	Year 4	Year 5
Teaching					
Research					
Service					
Overall					

Faculty will insert the evaluation score in research, teaching/instruction, and service from their annual evaluation for each year in the five-year period under review for PTR.

College of Education PTR Procedure and Criteria

Appendix C: Summary of SPOT Scores Table

Please input the response to Question 6: “Rate your instructor’s overall teaching effectiveness in this course”

Course Prefix Number, and Title*	Year 1		Year 2		Year 3		Year 4		Year 5	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring

*Add rows as needed.

Faculty input the mean score for question 6 for each course taught in the fall and spring semester in the five-year period under review for PTR.