

## **Wilkes Honors College of Florida Atlantic University**

### **Post Tenure Review**

Post Tenure Review (PTR) will be conducted by the Wilkes Honors College Promotion & Tenure (P&T) Committee followed by a review by the Dean. The procedure is outlined in the draft policy that can be found on the Provost's website:

<https://www.fau.edu/provost/documents/post-tenurereviewdocument-clean-draft-sept2023.pdf>

The purpose of this current document is to articulate evaluation procedures and expectations of the Wilkes Honors College (WHC). For the purposes of this document a tenured faculty member at the Wilkes Honors College undergoing PTR will be called an *eligible faculty member*. An eligible faculty member will be reviewed on the five (calendar) years prior to undergoing PTR; this is known as the Review Period.

The Dean of the WHC is instructed by the Provost to convene an Advisory Committee (AC). The Advisory Committee will be a standing committee of the Wilkes Honors College and shall consist of at least three elected faculty members of the P&T committee with the following two conditions: i) any eligible faculty member at the rank of Professor will be reviewed by AC members also holding the rank of Professor, ii) any eligible faculty member at the rank of Associate Professor will be reviewed by AC members holding the rank of Associate Professor or Professor. To the extent possible, the committee will reflect the cultural and disciplinary diversity of the college. So as not to burden full professors with all PTR duties, yet needing 3 full professors to review a full professor, it is understood that there might be a need for 3 Associate Professors and 3 Professors on the Advisory Committee, or some combination in between.

Each eligible faculty member shall submit a PTR file containing a summary of the faculty member's activities, and history of professional conduct and performance of academic responsibilities to the University and its students during the entire five-year Review Period. The file should contain

- a current curriculum vita that clearly highlights accomplishments in teaching, scholarship, and service during the Review Period (and only the Review Period),
- copies of the faculty member's last five annual assignments and annual evaluations including any attached written rebuttals by a faculty member under review,
- a copy of the report of the previous SPE or PTR, if available,
- a copy of the WHC PTR Guidelines
- any documents describing the expectations attached to any particular faculty member's employment during the review period
- the faculty member's brief (2 page) narrative record of accomplishments for the past five years,
- other relevant measures of faculty conduct as appropriate within the scope of their University employment.

Evaluations for faculty holding joint appointments will be initiated by the College or Institution that was the tenure lead for previous promotion with collaboration from the secondary College or Institution Dean or Executive Director.

We stress that an eligible faculty member undergoing PTR is not reapplying for tenure but instead is demonstrating an ongoing commitment to the duties of academic employment.

The PTR Advisory Committee will review each eligible faculty member's PTR file and will prepare a report based on the Criteria and Report Requirements of the five-year Review Period defined in these guidelines.

The AC's report shall include a recommended Performance Rating: from the categories "exceeds expectations," "meets expectations," "does not meet expectations", and "unsatisfactory", as well as reasons for this decision. The AC will affix their reports to the PTR files and return them to the Dean of the WHC.

Each eligible faculty members should prepare their PTR file to make assessment as easy and efficient as possible for the AC.

### **Wilkes Honors College PTR Criteria**

The Wilkes Honors College is a unique college at Florida Atlantic University. The college is built on a mission of interdisciplinarity and does not have departments. As each faculty member's area of discipline has its own unique way of determining excellence it is not in the interest of the college to have a one-size fits all criteria. For example, the criteria used to determine excellence in Biology would not be appropriate in the Fine Arts.

The AC will consider the three performances areas of Teaching, Research, and Service, and will assign a total point value to each performance area. The starting point for evaluating each performance area will be to look at the annual evaluations. On each annual evaluation, each performance area is rated as either Outstanding, Good, Needs Improvement, or Unsatisfactory. The AC will convert each of the performance area ratings to a number based on the following table.

<b>Annual Evaluation Rating</b>	<b>Descriptor</b>
4	Outstanding
3	Good
2	Needs Improvement
1	Unsatisfactory

Taking the sum of the five annual evaluation ratings will produce a set of three baseline point totals, one for each performance area. These point totals will be numbers between 5 and 20.

*For example, if an eligible faculty member had three Outstanding ratings and two Good ratings for the performance of Teaching, then this would produce a baseline point total of 18 for the performance of Teaching. If the same faculty member had 5 Outstanding ratings for the performance of Service, this would produce a baseline total of 20 for the performance of Service.*

Next, the AC will add a point to each of the three baseline point totals for each annual evaluation whose "Summary of Overall Performance Evaluation" was deemed "Exceptional".

Since PTR is a more holistic reflection of the depth and breadth of a colleague's activities, the AC has the discretion to add a positive number of points to produce a set of three final performance totals. In doing so the AC should consider that an eligible member's overall performance over 5 years might not be reducible to the sum of their ratings each year. This addition should be based on the nature and quality of the demonstrated record in the PTR file. The AC should also be mindful that there are duties performed by faculty members at the WHC that are considered "typical" duties at the WHC, but would be considered extra-ordinary in other colleges.

The AC will then use the final point total to classify each performance based on the following.

<b>Outcome for a Performance Area</b>	<b>Sum</b>
Performance Exceeds Expectations	Above 16
Performance Meets Expectations	13-16
Performance Fails to Meet Expectations	9-12
Unsatisfactory	Below 9

#### **Cumulative Assessment of Overall Performance Rating**

Based on the outcomes for each Performance Area Rating (Teaching, Research, and Service), the AC will assign an Overall Performance Rating. The assignment of the Overall Performance Rating will be based on the following guidelines.

An Overall Performance Rating of **Exceeds Expectations** requires an Exceeds Expectations in at least two performance areas.

An Overall Performance Rating of **Meets Expectations** if it does not rise to the level of **Exceeds Expectations** and requires at least a Meets Expectations in at least two of the performance areas.

An Overall Performance Rating of **Unsatisfactory** results from a rating of Unsatisfactory in at least 2 categories and at best a Fails to Meet Expectations in the third.

An Overall Performance Rating of **Fails to Meet Expectations** will be given in all other cases not already addressed.

- Faculty members who have received Good, Outstanding, or Exceptional for each annual evaluation during the review period will not receive a post-tenure review ranking of "**Fails to Meet Expectations**" or "**Unsatisfactory**" unless:
  - o Substantiated factors were severe or part of a pattern of misconduct or incompetence; or
  - o There were substantiated violations of University policy, regulation, or law within the scope of University employment.

The AC's report will clearly state their recommendation and their reasons, and be submitted to the Dean of the WHC.

## **PTR Outcomes**

### ***Performance Meets or Exceeds Expectations***

Any faculty member whose performance Meets or Exceeds Expectations shall receive recognition and compensation consideration in accordance with University regulations and policies.

- A Performance Rating of Exceeds Expectations will receive a 3% merit base salary increase or \$3,000 merit base salary increase, whichever is higher. In addition, Associate Professors will receive a \$3,000 one-time bonus and Full Professors will receive a \$5,000 one-time bonus.
- A Performance Rating of Meets Expectations will receive a 3% merit base salary increase or \$3,000 merit base salary increase, whichever is higher.

### ***Performance Does Not Meet Expectations***

Any faculty member whose sustained performance Does Not Meet Expectations shall work with the Unit Head to draft a Performance Improvement Plan (PIP) setting specific milestones that the faculty member will be responsible to meet over a period of 12 months to achieve documented requirements of the PIP. The Dean, in consultation with the Unit Head, must review and approve the PIP and forward a copy to the Provost.

The faculty member may appeal the contents of a PIP to the Provost. The appeal must be submitted within seven calendar days of receiving the approved PIP. The Provost shall make final decisions regarding the PIP requirements.

At least one progress report shall be provided by the Unit Head by the midpoint of the PIP period. The purpose of this report shall solely provide guidance to the faculty member and shall not be included in the PIP evaluation.

At the end of the PIP, or when all of the PIP targets have been accomplished if before the PIP deadline(s), the faculty member will prepare a written summary of how and when those targets were achieved. The Provost, in consultation with the Unit Head and/or Dean, will decide whether the targets laid out in the PIP have been achieved. Only the documented PIP milestones shall be considered in a PIP evaluation.

In the event that any faculty member placed on a PIP does not meet the requirements of the PIP by the stated deadline, the Provost shall propose termination of such faculty member, pursuant to applicable University regulations and policies, and in accordance with applicable provisions of the CBA.

### ***Unsatisfactory Performance***

For any faculty member who receives an Unsatisfactory Performance Rating, the Provost shall propose termination of such faculty member, pursuant to applicable University

regulations and policies, and in accordance with applicable provisions of the CBA.

### **Appeals Process**

PTR outcomes may be appealed pursuant to University regulations and policies, and the CBA, if applicable. However, notwithstanding any University regulations and policies or applicable CBA, PTR outcomes may not be appealed beyond the level of the President, or President's designee., and are not subject to arbitration. The filing of a grievance does not toll the action/decision of the University, including termination. Per Fla Stat. 1001.741, personnel actions or decisions regarding faculty, including in the areas of evaluations, promotions, tenure, discipline, or termination, may not escalate to arbitration. If Fla. Stat 1001.741 limiting the availability and use of arbitration is struck or enjoined by a court of competent jurisdiction or amended by the legislature to permit the arbitration of these decisions, then such decisions may escalate to arbitration.

If the faculty member has received a Performance Improvement Plan connected to any of the annual evaluations and has successfully executed the plan or is in the process of doing so, then engagement in the improvement process should not negatively impact the PTR evaluation.