Policy: POST TENURE REVIEW

Effective date: July 1, 2017

Review date: Insert new review date

Revised: Insert date revisions are approved

Responsible Party: Office of the Provost

**1. POST-TENURE REVIEW CRITERIA**

Failure to receive at least an Acceptable Performance rating after being placed on a Performance Improvement Plan [PIP] will result in the faculty member being subject to a post-tenure review in the academic year following the expiration of the Performance Improvement Plan. The post tenure review is not a re-examination of tenure. It is a determination of whether the faculty member is performing at an acceptable level of performance in all areas of responsibility.

1. **POST-TENURE REVIEW PROCEDURES**
2. The post tenure review will be performed by the RTP review committees and administrators (reviewers) assigned to review retention, tenure and promotion, except that the primary administrator will not participate in the review. The primary review committee report will be forwarded to the intermediate review committee or, if there is not intermediate review unit, to the URTPC.
3. The review will encompass the following review period:
4. The year that the faculty member received a less than acceptable performance rating.
5. The period that the faculty member was subject to a PIP.
6. The year that the faculty member received a less than Acceptable Performance rating after the PIP.

1. The faculty member will assemble a portfolio of the following information for the review:
2. A personal statement that presents evidence to establish their satisfactory completion of the PIP and continuing acceptable performance in all areas of responsibility.
3. Annual Reviews for the period.
4. The PIP and any subsequent communications from the faculty member or administrators regarding the PIP.
5. Provisions of the unit role and scope document addressing Annual Review for review period.

**3. CONFLICT OF INTEREST**

Section 3 of the [RETENTION, TENURE, PROMOTION REVIEWS – RIGHTS AND RESPONSIBILITIES](https://www.montana.edu/policy/faculty_handbook/reviews_rights_responsibilities.html" \l "conflicts) policy will apply to post tenure reviews.

**4.  CONFIDENTIALITY**

1. All reviews of faculty are confidential personnel matters. Administrators and faculty members participating in the review process will maintain all matters related to the review and deliberations in confidence during the review process. The reports and the deliberations of the reviewers remain confidential beyond the review process, except as needed in future proceedings related to this review. Disclosure of confidential review matters by faculty and administrators participating in the process may be considered a violation of [Ethical and Professional Standards](https://www.montana.edu/policy/faculty_handbook/ethical_professional_standards.html).
2. The faculty member, reviewers, and administrators will not approach committee members, students, staff, or reviewers at any time during the review concerning the disposition of any review, and should understand that inquires of this type may be considered a violation of professional and ethical responsibilities. No information about the substance of the review may be communicated, either formally or informally, to those ineligible to participate in the decision.
3. Meetings of all review committees are closed.
4. **REPORTS OF REVIEWERS**
5. The reviewers at each level of review will issue a written report that will address the following:
6. Did the faculty member satisfactorily complete the PIP, and
7. Is the faculty member performing at an acceptable level of performance in all areas of responsibility?
8. The reviewers may have access to the faculty member’s Activity Insight reports to assist with the evaluation of the faculty member’s compliance with the PIP and current performance in all areas of responsibility.
9. If the review committee or administrator reports that the faculty member did not satisfactorily complete the PIP or is not performing at an acceptable level of performance, the faculty member may submit a response to the report within five (5) days of delivery of the report. The response must be limited to matters raised in the report.
10. Upon receipt of the findings of the previous reviewers and after review of the materials provided by the faculty member, the provost will submit a written report and may take further actions based upon the review, including the following:
11. Allow an extension and/or revision of the PIP for an additional year if the faculty member is making progress in addressing their performance deficiencies and extension of the PIP is likely to result in the faculty member attaining acceptable performance within the year.
12. Recommend to the president that the faculty member’s employment with the university be terminated for substantial failure to carry out the responsibilities of a faculty member.
13. Take such further actions as may be appropriate.

1. The termination of employment of a tenured faculty member for cause will be subject to the policy and procedures established in [Board of Regents Policy 710.2.2](https://mus.edu/borpol/bor700/710-2-2.pdf).