



Comprehensive Post Tenure Review

Policy	4-410
Responsible Authority	Provost and Executive Vice President for Academic Affairs
Initiating Authority	Provost and Executive Vice President for Academic Affairs
Effective Date	8/5/2023
Date of Origin	8/5/2023

APPLICABILITY/ACCOUNTABILITY

This policy applies to all tenured faculty at UCF.

BACKGROUND

The Board of Governors adopted BOG Regulation 10.003 Post-Tenure Faculty Review, effective March 29, 2023. In accordance with BOG Regulation 10.003 this policy requires a comprehensive post-tenure review every five years.

POLICY STATEMENT

The post-tenure review process for tenured faculty at UCF is intended to accomplish the following:

- Ensure high standards of quality and productivity among the tenured faculty of the university.
- Determine whether a tenured faculty member is meeting the responsibilities and expectations associated with assigned duties in research, teaching, service, and other assigned responsibilities, as well as compliance with state laws, Board of Governors' regulations, and university regulations and policies.
- Recognize and honor a tenured faculty member's exceptional achievement and provide an incentive for retention, as appropriate.
- When appropriate, refocus the academic and professional efforts of a tenured faculty member and take employment action.

In keeping with UCF's commitment to academic freedom, the application of the criteria enumerated in this policy will not be used to infringe the faculty member's academic freedom rights in their teaching, research, service, publications, participation in institutional governance, or statements as a citizen on topics of public concern.

Post-tenure review will include (1) the faculty member's university-designated dossier of professional accomplishments related to their academic position and assigned duties, and (2) the faculty member's disciplinary record in their personnel file covering the past five years. Discipline includes formal disciplinary action that has been documented in writing to the employee and for which an employee received a written reprimand or a more serious disciplinary action, such as a suspension, was taken. Any findings of an official investigation of non-compliance with applicable laws, regulations, or policies (including the Employee Code of Conduct) within the scope of their university employment will be included. In addition, the record may include information regarding an employee that is not currently in compliance with mandatory training at the time of dossier submission. Collectively, items one and two together are hereafter referred to as "the packet."

PROCEDURES

Timing and Eligibility

Each tenured faculty member will have a comprehensive post-tenure review of five years of performance in the fifth year following the last promotion or the last comprehensive post-tenure review, whichever is later. For faculty hired with tenure, the hire date will constitute the date of the last promotion.

Tenured faculty in administrative roles (chairs, directors or higher with an administrative role of .50 FTE or greater) will be reviewed annually by their supervisors. Upon returning to a 0.51 or greater FTE non-administrative role, these faculty will undergo post-tenure review in the fifth year following a return to a predominantly non-administrative faculty appointment.

Exceptions to the timing of the comprehensive post-tenure review may be granted by the provost for extenuating or unforeseen circumstances, including but not limited to, faculty participating in the transition-to-retirement program, faculty with a set resignation date within the same academic year as the review, and faculty spending more than 160 hours on approved leave during one semester within the five-year period of review. Any exceptions granted to tenured faculty members will be disclosed in the provost's report to the president and Board of Trustees on the outcomes of the comprehensive post-tenure review.

Review Requirements

Tenured faculty are expected to perform satisfactorily at teaching; research; scholarship or creative work; service; and other assigned responsibilities. Positive sustained contributions are expected in all assigned areas. Percent effort (or FTE) in these assignments may vary as a career evolves. A decrease in effort and thus expectation in one assigned area should be balanced with a simultaneous increase in effort and expectation in another assigned area. The comprehensive post-tenure review will include consideration of the following for the five-year review period:

- The level of accomplishment and productivity relative to the tenured faculty member's assigned duties in research and creative activities, teaching, and service, and other assigned responsibilities, including clinical and administrative assignments.

- The faculty member's history of professional conduct (positive and negative) (inclusive of the review requirements in BOG Regulation 10.003) and performance of academic responsibilities to the university and its students.

The guiding documents for this review including the measures of quality contained in them, will be the current approved academic unit, college, and university promotion and tenure criteria, and the current approved academic unit annual evaluation standards and procedures (AESPs).

Performance rating categories for post-tenure review will include the following:

Exceeds expectations: Performance is appreciably better than that of the typical faculty member of the candidate's present rank and field at major research universities. Sustained and satisfactory professional conduct and performance of academic responsibilities and compliance with state law, Board of Governors' regulations, and university regulations and policies must be evident.

Meets expectations: Performance meets expected level of accomplishment compared to faculty across the tenured faculty member's rank, discipline, and unit. There must be evidence of a satisfactory overall performance rating in each annual evaluation during the last 5 years; sustained and satisfactory professional conduct and performance of academic responsibilities; and compliance with state law, Board of Governors' regulations, and university regulations and policies.

Does not meet expectations: Performance falls below the typical range of annual variation in performance compared to faculty across the tenured faculty member's discipline and unit but is capable of improvement. Less than satisfactory ratings in any area of assignment may lead to a rating of does not meet expectations. Unsatisfactory professional conduct or non-compliance with state law, Board of Governors' regulations, and university regulations and policies is documented.

Unsatisfactory: Performance falls below the typical range of performance compared to faculty across the tenured faculty member's discipline and unit without indications that improvement is possible; failure to meet expectations that reflect a tenured faculty member's disregard or failure to follow previous advice or other efforts to provide correction or assistance; performance that involves incompetence or misconduct as defined in applicable university regulations and policies or collective bargaining agreement; demonstrated a pattern of failing to perform duties assigned by the university; or a pattern of violations of applicable state and federal law and applicable published college, university, and Board of Governors regulations, policies, and procedures.

Process Requirements

- All tenured faculty members who are required to complete a dossier will receive notification and instructions by April 1 each year. Faculty who believe they have special circumstances that may affect the process will have 30 days after notification to communicate any concerns to Faculty Excellence.
- The post-tenure review process will take place at the beginning of each academic year. Specific deadlines will be posted on the Faculty Excellence webpage. The tenured faculty member will complete a dossier using a university designated template. This dossier requires information that highlights accomplishments and demonstrates

performance relative to assigned duties over the previous five years. The faculty member will submit the dossier to the appropriate academic unit leader (chair/director) where the faculty member's tenure resides. Failure to submit the complete dossier to the academic unit leader by the required deadline will result in a final performance rating of "unsatisfactory."

- It is the responsibility of the faculty member to ensure the information in the dossier is complete, up-to-date, and accurate.
- The university designated dossier will include the following relevant to the faculty member's tenure-granting unit:
 - Post Tenure Review Overview Document which includes instructional, research and creative activity, and service statements.
 - Current CV
 - Annual Assignments for the five-year review period
 - Final report of sabbatical activities if one was taken during the review period.
 - Annual Evaluations for the five-year review period
 - Student Perceptions of Instruction for all courses taught during the five-year review period (including comments)
 - Current approved Promotion and Tenure Criteria for the college and department
 - Current approved University Promotion and Tenure Criteria (Regulation 3.015)
 - Current approved Annual Evaluation Standards and Procedures (AESP)

- The faculty member's department/school level unit head will review the completed dossier, and the tenured faculty member's disciplinary file, covering the previous five years.
- Using a university-provided template, the faculty member's department/school level unit head will provide a brief written assessment of the level and quality of achievement and will certify that the letter includes, if applicable, any concerns regarding professional conduct, academic responsibilities, or performance of assigned duties during the period under review. The unit head will not assign a performance rating.
- The faculty member's department/school level unit head will forward the packet (dossier and disciplinary records), including all relevant records and the unit head's letter, to the appropriate college dean for review.
- Using a university-provided template, the dean of the college will add to the packet a brief letter assessing the level and quality of achievement during the period under review. The dean's letter will include any concerns regarding professional conduct, academic responsibilities, or performance. The letter will also include the dean's recommended performance rating using the rating scale above. The dean shall take into consideration the FTE in each area of assignment when recommending a performance rating.
- After the dean's review, the faculty member will have a period of ten business days to review and respond to the chair's assessment and the dean's evaluation. After ten days, the packet will move to the provost for review.
- With guidance and oversight from the university president, the provost will review the submitted material and assess the faculty member's performance.
- The provost may request assistance from a university advisory committee in formulating an assessment.
- The provost will rate the tenured faculty member's performance of academic responsibilities, professional conduct, and compliance with state law, Board of Governors' regulations, and university regulation and policies (including the Employee

Code of Conduct) during the review period. The provost may accept, reject, or modify the dean's recommended rating.

Each tenured faculty member reviewed will receive one of the following performance ratings, as defined above, from the provost:

1. Exceeds expectations
2. Meets expectations
3. Does not meet expectations
4. Unsatisfactory

The provost will notify the faculty member, the faculty member's unit head, and the appropriate college dean of the outcome of the comprehensive post-tenure review by the date posted in the Post-Tenure Review Schedule.

Outcomes

For each tenured faculty member who receives a final performance rating of "exceeds expectations" or "meets expectations," the appropriate college dean, in consultation with the faculty member's unit head, will recommend to the provost appropriate recognition and/or compensation in accordance with the faculty member's performance and university regulations and policies. The provost will make the final determination regarding recognition and/or compensation.

For each tenured faculty member who receives a final performance rating of "does not meet expectations," the appropriate college dean, in consultation with the faculty member's unit head and the faculty member, will propose a performance improvement plan to the provost.

- The plan must include a deadline for the faculty member to achieve the requirements of the performance improvement plan. The deadline may not extend more than 12 months past the date the faculty member receives the performance improvement plan.
- The plan will indicate how specific deficiencies in a faculty member's performance will be remedied.
- The plan must list specific deficiencies and outline the activities to be undertaken to achieve the necessary outcomes, set timelines for achieving goals and outcomes and indicate the criteria for assessment.
- The provost will make final decisions regarding the requirements of each performance improvement plan.

Each tenured faculty member who fails to meet the requirements of a performance improvement plan by the established deadline will receive a notice of termination from the provost for incompetence or misconduct, as applicable pursuant to the applicable university processes.

Each faculty member who receives a final performance rating of "unsatisfactory" will receive a notice of termination from the provost for incompetence or misconduct, as applicable pursuant to the university processes.

Final decisions regarding post-tenure review may be appealed under university regulations or collective bargaining agreements, as applicable to the employee.

Reporting

The provost will report annually to the president and the UCF Board of Trustees on the outcomes of the Post-Tenure Review process.

Beginning January 1, 2024, and then every three years thereafter, the university will conduct an audit on the Post-Tenure Review Process for the prior fiscal year and submit it to the Board of Trustees by July 1 of that year. The audit report will include: (1) the number of tenured faculty members that received each of the four ratings in the Recommended Performance Rating Scale from the provost, (2) the outcome in cases of each rating category, and (3) any findings of non-compliance with applicable laws and regulations.

The UCF Board of Trustees will consider the audit report outlined above in its next meeting following the audit report's publication. The audit report cannot be a consent agenda item and must be presented to the Board by the Chief Audit Executive. The audit report must be provided to the Board of Governors, as specified in BOG Regulation 10.003(6)2.b.-c.

CONTACTS

[Faculty Excellence](#)

RELATED INFORMATION

[Section 7\(d\), Art. IX, Fla. Const., Section 1001.706\(6\)\(b\), Florida Statutes](#)

[BOG Regulations 1.001](#) and [10.003](#)

[UCF Regulation 3.010](#)

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 4-410 Michael D. Johnson Digitally signed by Michael D. Johnson Date: 2023.08.01 10:31:04 -04'00'	Date: 8/1/2023
Initiating Authority  University Policies and Procedures Committee Chair	Date: 7/31/2023
Alexander Cartwright Digitally signed by Alexander Cartwright Date: 2023.08.05 20:29:51 -04'00'	Date: 8/5/2023
President or Designee	