



Post-Tenure Review (PTR)

2023-2024 Academic Year

UNC Asheville



2023-24 Post Tenure Review Committee

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Post-Tenure Review Procedures

- See the Faculty Handbook, **Section 3.7**, with supplementary material in Sections **3.3.3.1.2** and **3.5.4.3**.
- “Post-tenure review at UNC Asheville is a periodic, comprehensive, cumulative review of tenured members of the faculty that emphasizes peer participation. The primary purpose of Post-Tenure Review (PTR) is to ensure continued faculty development and promote faculty vitality.”
- The 5-year period for people going up for review this year extends from **Fall 2018 to Spring 2023** (unless you have had exceptions due to leaves or administrative duties).




Post-Tenure Review at UNC Asheville

- Focuses on identifying specific areas of strength among senior faculty and, when appropriate, areas requiring more concentrated development efforts.
- Creates a summary of several years of professional activity that may address trends not immediately obvious in annual evaluations.
- Occurs every five years.
- Can be replaced (once) by an application for promotion and satisfies the requirement when successful. If unsuccessful, the faculty member completes PTR the following year.



Timeline 2023-2024

- **Monday, September 18, 2023 (third Monday in September)**
Dossiers due from candidate to Chair & Academic Affairs
- **Monday, October 9, 2023**
Chair's statement due to candidate
- **Monday, October 16, 2023 (third Monday in October)**
Chair submits all their department's PTR materials to Academic Affairs
- **November 2023 – March 1, 2024:** PTR Committee reviews files and notifies candidates, chairs, and deans of its recommendations
- **~Monday, March 25, 2024:** Program Area Deans issue the final evaluation of the faculty member's performance



UNC System Policies on Post Tenure Review

- **Optional** training
 - PTR Training (UNC System)
<https://myapps.northcarolina.edu/academicaffairs/faculty/tenure-training/>
- Three levels of performance
 - *exceeds expectations*
 - *meets expectations*
 - *does not meet expectations*
- Five-year plans
 - After completing the PTR process, faculty will then develop a five-year plan in consultation with their supervisor.

Dossier – Candidate's submissions

■ 1. Candidate's Statement

- Submitted electronically to the Department Chair and the Office of the Provost.
- Focuses on the five years of the PTR review and should **clearly and specifically** discuss the candidate's accomplishments in teaching, scholarship, and service.
- Should be written as a cover letter in narrative form and addressed to the Chair of the PTRC.
- Should briefly outline professional plans for the next five years.
- Should address the Department's Value Statement.
- See section **3.5.4.3** in the Faculty Handbook.

■ 2. Professional Curriculum Vitae

- Submitted electronically to Chair and the Office of the Provost.

■ **NOTE: September 18, 2023: Dossiers due from candidate to Chair & Academic Affairs**

Dossier – Chair's submissions

■ 3. Chair's Evaluation

- Should be written as a cover letter in narrative form and addressed to the Chair of the PTRC.
- A summary evaluation that provides an historical account of the candidate's overall performance as viewed by the Department Chair. The Chair's letter should give context to the candidate's performance within the discipline, e.g., quality of journals, exhibitions, service performed in the community, etc.
- Chair **must consult** with tenured faculty colleagues in the department and may also consult with untenured faculty in the department and other faculty who have completed the training module. The chair reports on this consultation in the evaluation.
- Includes a summary of peer-review of teaching of the candidate.
- Addresses past, present, and future contributions to the department and the university.
- Should address the Department's Value Statement.
- Should include a specific recommended performance level.
- For the review of Chairs, review is completed by the most senior tenured member of the department.

- **NOTE: October 16, 2023:** All materials to be submitted electronically to the Office of the Provost.

Dossier – Materials Provided by the Provost's Office

- **5. Annual Faculty Records** (past five years)
- **6. Merit Evaluations** (past five years)
 - Including Dean's or Provost's written explanation of final evaluation and Provost's response to any appeal.
- **7. Quantitative scores and student comments from course evaluations** (past five years)
- **8. Departmental Value Statement**

PTR Committee Process and Outcomes

- The PTRC members review the complete dossier and write a report that provides a narrative evaluation of the candidate's performance over the past five years. The PTRC makes a specific recommendation to the Dean that the candidate has either performed at an exceeds expectations level, meets expectations level, or does not meet expectations (and has one or more areas that require concentrated development efforts).
- Drawing on this recommendation, the Dean will evaluate the faculty member's performance as either:
 - *exceeds expectations,*
 - *meets expectations, or*
 - *does not meet expectations.*
- Should a candidate's performance not meet expectations, he/she/they will then construct a Development Plan in consultation with the Chair and the Program Area Dean. They will come up for review by the PTR Committee again in 1 to 3 years.