

GUIDELINES FOR POST-TENURE REVIEW¹

1. PURPOSE

The purpose of the post-tenure review process is to assist faculty on continuous appointment with achieving their professional goals and with maximizing their contributions to the University throughout their professional careers, to provide assurance to the public that tenured faculty are accountable for their performance, and to provide continued peer involvement in the review of tenured faculty.

2. APPLICABILITY OF THE POST-TENURE REVIEW PROCESS

The post-tenure peer review process is applicable to all members of the UNO faculty who have been on a Continuous Appointment ("tenure") pursuant to Board of Regents Bylaws 4.4.3 for a period of four years or more. A faculty member shall not be the subject of a post-tenure review more often than once every four years. A faculty member shall be reviewed in accordance with the post-tenure peer review process described in Section 3 below under either of two circumstances, which are:

- (a) If the faculty member requests a review in accordance with the peer review process. The purpose of such a review would be to provide helpful evaluation and assistance to the faculty member in planning a prospective program by which to maximize his/her contributions to the University and to more fully realize his/her professional goals.
- (b) If, after the fourth year of continuous appointment, the faculty member receives an "unsatisfactory" overall evaluation, the faculty member's dean or Vice Chancellor for Academic Affairs (VCAA) shall inform the faculty member, in writing, that: (1) the faculty member's overall evaluation on the annual review has been judged to be "unsatisfactory", and (2) if the faculty member's overall annual review continues to be judged "unsatisfactory" the following year, a post-tenure review may be initiated.

3. INITIATING THE PEER REVIEW PROCESS AND DOCUMENTS FOR THE PEER REVIEW PROCESS

If the faculty member's performance is judged to be "unsatisfactory" on two consecutive annual reviews and if the faculty member's dean or the VCAA concludes that the faculty member's performance should be reviewed under the approved post-tenure review procedure, the faculty member shall be notified in writing by June 30 that the post-

¹ The UNO Guidelines for Post-Tenure Review were drafted by a committee consisting of representatives of the faculty, deans, and administration and recommended to the Faculty Senate President on July 28, 1998. Resolution 2337 to adopt the proposed guidelines was passed unanimously by the UNO Faculty Senate on August 19, 1998.

tenure review procedure will be scheduled for the following academic year. If extenuating circumstances exist, the dean, with concurrence of the chair, may defer the post-tenure review.

When the post-tenure review process is initiated, either at the request of the faculty member or by action of the administration, the dean shall first consult with the faculty member in order to establish a schedule for the conduct of the review. Ordinarily, the review will be scheduled for the following academic year, and preferably in the fall semester.

For a review initiated at the request of the faculty member as under 2(a) above, the faculty member shall prepare a file that contains the previous four years' annual reviews and such other materials as are relevant. The chair and the dean will review the contents of the file. The faculty member may respond to any items added to the file by the chair and/or the dean.

For a review initiated by the administration as under 2(b) above, the dean shall prepare a file that contains the faculty member's previous four years' annual reviews and such other materials as are relevant as contained in the faculty member's Personnel File.

The faculty member may review the contents of the file. He/she may add additional relevant materials to the file and/or may respond to particular items contained in the file.

The Administration shall provide the Peer Review Committee and the faculty member copies of the procedure and schedule for the peer review process.

4. SELECTION OF THE PEER REVIEW COMMITTEE

A Peer Review Committee shall be selected to conduct the review of the faculty member's performance. The Peer Review Committee shall be composed of five tenured faculty from within and outside the reviewee's department who hold an academic rank at least equal to that of the faculty member under review. The Peer Review Committee shall be chosen by, but not from, the appropriate college personnel committee. Members of the year's previous college personnel committee who participated in the faculty member's previous year's review shall also be excluded. If necessary to provide specific expertise, the college personnel committee may select one Peer Review Committee member from outside UNO.

5. CONDUCTING THE POST-TENURE PEER REVIEW

The Peer Review Committee shall review the file constructed for this purpose and may meet with the dean and/or VCAA and the faculty member, either together or separately. The Committee may consult other sources of information not included in the file with the approval of the dean and/or VCAA and the faculty member.

If the Peer Review Committee determines that it would be helpful to have an assessment of

the faculty member's file by outside reviewers, such as for the review of scholarship by peers at other institutions, the Committee shall notify the dean and the faculty member. Thereafter, such outside reviews shall be obtained in accordance with the same procedures utilized by the unit to obtain outside reviewers for purposes of making tenure and promotion decisions. The dean and the faculty member shall be given the opportunity to propose names of outside reviewers to the Committee.

In accordance with the schedule for review established by the dean and the faculty member, the Peer Review Committee shall make a written report of its findings and recommendations.

If the post-tenure review is conducted at the request of the dean and/or VCAA, pursuant to Section 2(b) above, the written report of the Peer Review Committee shall be provided to the dean, VCAA, and the faculty member.

If the post-tenure review is conducted at the request of the faculty member pursuant to Section 2(a) above, the written report of the Peer Review Committee shall be provided solely to the faculty member. The faculty member, at his/her discretion, may keep the report confidential or share it with his/her chair and/or dean. At the request of the faculty member, the report may be made part of the faculty member's permanent file. If the faculty member chooses, the faculty member, chair, and/or dean may work together to implement those recommendations on which they mutually agree. Nothing in the report shall be used in any university evaluation without the consent of the faculty member. However, the faculty member may not attempt to utilize only a portion of the report or any edited version of the report in other university evaluations.

6. THE PEER REVIEW COMMITTEE REPORT

The purpose of the report is to provide an assessment of the performance of the faculty member subject to review and, where appropriate or necessary, to provide recommendations to the faculty member as to how he/she could enhance his/her professional goals and contributions to the unit and to the University. The report shall include part (a) below and, as appropriate, any or all of parts (b) through (e):

- (a) An assessment of the strengths and weaknesses of the faculty member's performance;
- (b) Recommendations for ways, if any, by which the faculty member could enhance achievement of his/her professional goals and his/her contributions to the University;
- (c) An evaluation of any proposed plan submitted by the dean, VCAA, or faculty member to remedy any deficiencies in the faculty member's performance and any recommended modification to such a plan;
- (d) Recommendations for ways, if any, in which the dean could provide professional

development support to assist the faculty member in enhancing the achievement of his/her professional goals and his/ her contributions to the University.

(e) For a review initiated under 2(b) above, the Peer Review Committee shall make one of the following findings, to be clearly stated in the Report:

(1) The faculty member has no identified substantial and chronic deficiencies. If the Committee finds that the faculty member's performance does not reflect any substantial and chronic deficiency or deficiencies for the period under review, the faculty member, the dean, and the VCAA will be so informed in writing and the review is thereby completed.

(2) The faculty member has substantial and chronic deficiencies. If the Committee finds that the faculty member's performance does reflect substantial and chronic deficiency or deficiencies for the period under review, the Committee shall state and describe the deficiency or deficiencies in its report.

The faculty member being reviewed shall have the opportunity to provide a written response to the Peer Review Committee report. Except when the review was conducted at the faculty member's request, the report and any written response from the faculty member shall be made a part of the faculty member's permanent personnel record.

In those cases where the committee finds that the faculty member's performance does reflect substantial and chronic deficiency or deficiencies for the period under review, the faculty member, chair, dean, and VCAA are strongly encouraged to develop a mutually acceptable plan to remedy any deficiencies identified in the report.

If the VCAA concludes there is reason to terminate the faculty member for adequate cause, he/she shall follow the procedures contained in Section 3.6.1 of the Collective Bargaining Agreement.