

*Division of Natural Sciences*  
**Procedure for Post-Tenure, Fourth- and Fifth-Year Reviews**

During the fourth year and the subsequent fourth year after achievement of tenure, the chair or dean\* will complete a comprehensive review according to the procedures described below, focusing on the faculty member's performance in the years since the last such review and progress toward promotion. For those faculty members who have achieved the rank of professor, or have been tenured for eight years, the chair (or dean) will complete a comprehensive review each fifth year focusing on the years since the last review.

It is important to note that the formation of a review committee is not necessary for post-tenure reviews. However, it is recommended that review committee be utilized when a comprehensive assessment is being conducted on a faculty member who has yet to be promoted to the rank of professor.

Note: All deadlines in this document that fall on a weekend should be moved to the business day preceding the deadline.

If the department and/or individual being reviewed choose to involve a review committee in the process, we recommend that it be assembled by **March 1**. The process by which the committee is selected is up to the discretion of each department; however, it is suggested that the review committee consist of at least two individuals. It might be useful if the review committee includes a faculty member from outside the person's department or division. The role of the outside committee member would be to provide a pan-university perspective to the review process.

**Regardless of the above course of action, the following should occur:**

**By March 1**, letters from colleagues, specifically for the review process, are to be solicited by the department chair (or dean). This should include letters from all department colleagues, all team-teaching colleagues, and the chairs or directors of any cross-disciplinary programs in which the faculty member teaches. It is especially important to have letters from those who can provide input based on direct observation of teaching. In addition, the faculty member may designate other colleagues (including individuals outside of PLU) to provide input for the review on any aspect of his/her performance that he or she wishes. If the faculty member chooses this route, he or she should provide to the department chair a list of names, including contact information, by March 1.

**By March 15**, a faculty member's file providing evidence of past and current performance is due to the department. The file should include each of the following items:

1. CV
2. Self-reflection
3. Raw course evaluations and statistical summaries (five years of data would be valuable)
4. Annual activity reports
5. Other documents including but not limited to copies of publications and other scholarly work, selected syllabi and other course materials, and evidence of service activities.

These materials should be placed in a location such that they are easily accessible to the department colleagues. This file is to be used solely for the purpose of providing background information for letter writers in the third year review process. The file is strictly confidential.

\*If the department chair is being reviewed, the dean will be responsible for making sure that the review committee is formed (if necessary) based on guidelines set forth by the department, and will also write the final review.

**Between the time the committee is convened and the time the committee report is submitted to the department chair (or dean),** committee members and the department chair (or dean) should arrange with the faculty member to visit classes.

**Between the time the committee is convened and April 1,** department members not serving on the committee may arrange to visit classes, as well.

**By April 7,** the review committee will submit to the department chair (or dean) a written report and all supporting documents upon which the report is based. The committee report will not be shared with the faculty member.

**By April 10,** those individuals writing letters on behalf of the faculty member and not serving on the review committee should submit their comments directly to the department chair (or dean). These letters are not required to be shared with either the faculty member or members of the review committee. However, the letter writer may choose to do so.

**By April 21,** the department chair (or dean) will give a draft of the final review to the faculty member, which synthesizes information from the various materials (e.g., committee report, colleagues' letters, yearly self-assessments, student evaluations, personal observations of teaching, etc.) and provides feedback on his/her strengths and areas for improvement.

**By April 30,** after consultation with the faculty member being reviewed, the department chair (or dean) will construct and sign the final review. The faculty member will also sign the review, indicating receipt but not necessarily agreement. Copies of the signed review will be sent to the provost and the dean. In addition to the final review, the department chair will also provide all other materials (i.e., committee report, individual letters and other supporting documents) relevant to the review to the dean to ensure that his/her review accurately reflects those materials. If in the event that the dean is writing a review for a department chair, he/she will forward the available materials to the Provost to ensure that his/her review accurately reflects those materials.

If it is the opinion of the dean (or provost) that the final review does not accurately reflect the available materials, the dean (or provost) may take one of two courses of action:

- a. The dean (or provost) may request that the letter writer submit a new review that in the opinion of the dean (or provost) is more representative of the submitted materials;  
or

- b. The dean (or provost) may write a second assessment that is more representative of the submitted materials, and his/her review would be shared with the original letter writer.

Regardless of the course of action, both the faculty member and the letter writer(s), whether it is the dean (or provost) and/or the department chair, will confer and sign the final review as noted above. All documents written by the chair and dean (or provost) (if any) shall become part of the final review.

The chair (or dean) should keep supporting documents related to the review for six months, after which the letters and committee documents should be destroyed.

**Note to the Department Chair or Dean**

The following wording is suggested for the end of your report:

I have read the above and will submit a written reply to the provost with copies to the departmental chair and/or divisional dean if I am in disagreement.

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Signature of Faculty member

Date