

## **Guiding Principles for Periodic Peer Reviews**

### **Who should receive a Periodic Peer Review (PPR)**

With the exception of tenured faculty whose administrative duties comprise at least half of his/her effort, all tenured faculty should receive a Periodic Peer Review in the fifth year after the award of tenure. \*Reviews will continue at three or five year intervals, depending on the outcome of the previous review.

### **Interruptions in the Review Schedule**

The review schedule may be interrupted if a tenured faculty member is awarded a promotion or appointed to a position requiring an administrative review. ^When a tenured faculty member is awarded a promotion, the review schedule will “restart”, and the next review will take place in the fifth year after the promotion.

If a tenured faculty member relinquishes administrative duties, resulting in administrative duties being reduced to 0-50% of his/her effort, the Periodic Peer Review schedule will “restart”, and the faculty member will be reviewed in the fifth year following the change in appointment.

### **Committee Composition**

The Committee shall be comprised of at least three tenured faculty members whose previous PPR resulted in a five-year review schedule. Additional guidance related to the composition of the committee can be found in [section 3.3.9](#) of the Faculty Handbook.

### **Extensions**

A tenured faculty member who has taken an approved leave of absence that inhibited productivity, had a medical issue during the previous five years, or plans to retire within the next two years may request an extension to the PPR schedule. Such requests must be made in writing to the School Chair and require approval of the Chair, Dean, and Vice-Provost for Graduate Education and Faculty Development. In rare cases involving an emergency situation, a chair or dean may request an extension on a faculty member’s behalf.

A letter and PSF with a retirement date within the next two years must be on file before an extension can be made due to retirement. If the retirement date is extended beyond two years, a PPR will be required immediately following standard procedures.

If a faculty member is scheduled to undergo a PPR during a year in which he/she is on leave, the PPR should be automatically extended until the following year unless he/she requests to undergo the review during his/her leave.

Extensions are generally not awarded for the review schedule of administrators.

## **Procedures for PPR**

After agreeing to the criteria, the Faculty member shall submit a PPR package that contains:

- A cover sheet
- A copy of the approved individualized evaluation criteria, if applicable
- A current curriculum vitae (Colleges and schools may require the CV to be in the Standard Format, though this is not an Institute requirement.)
- A statement from the Faculty member, of up to five (5) pages
  - If the Faculty member is undergoing a second or subsequent PPR, the statement must include information on how goals from the previous review have been met.
  - The Faculty member should state his or her goals for the next five (5) years.
- The Faculty member's teaching evaluations
  - For the Faculty member's first PPR, all evaluations should be included
  - For subsequent reviews, only course evaluations from courses taught since the last evaluation should be included.
- Annual performance evaluations or summaries of the annual evaluations (to include rebuttals) for the years under consideration. The evaluation shall be prepared by the Dean or Chair and reviewed by the Faculty member.

After receipt of the PPR package, the School Chair or Dean (for colleges that do not have schools) will prepare a summary and assessment based upon the agreed criteria. The summary should be supported by the Faculty member's annual evaluations and rebuttals, if any. If it is not, the Faculty member should be given the opportunity to comment on the summary. The letter should also include a detailed assessment of the Faculty member's goals for the next five (5) years. This summary letter should be informational only and should NOT include a recommendation for the outcome of the review. The candidate should be given the opportunity to review and rebut the Chair's/Dean's assessment. The School Chair or Dean should deliver these documents to the Unit PPR committee.

The Committee shall:

- Examine the documentation provided by the Faculty member and the Unit Head
- Assess the Faculty member's performance based upon agreed criteria. The committee's report should contain:
  - Narrative text commending satisfactory or better performance
  - Critique of substandard performance (if any)
  - Recommendations for corrective actions (if any)
  - Recommendation for five (5) year review
  - Record of committee's vote
- The signatures of all members of the PPR committee

- Comments on faculty development and resources appropriate for execution. For Associate Professors, this should include activities to enhance prospects for successful promotion.

The committee shall submit to the School Chair and Dean:

- PPR Committee report (If the committee does not think that a five-year outcome is appropriate but does not feel comfortable recommending a three-year outcome, the case should be referred to the Dean per the Faculty Handbook.)
- Supporting documentation
- Chair's assessment of Faculty member's goals and performance

The Dean shall provide a copy of all documents to the Vice Provost for Graduate Education and Faculty Affairs; the Vice Provost's Office, through Faculty Affairs, maintains all files of reviews.

### **Communicating Results to the Faculty Member**

The Dean (Vice Provost for Graduate Education and Faculty Affairs for Colleges without Schools) shall transmit a letter and all documentation to the Faculty member.

If the review results in a three-year review schedule, the College shall work with the School and faculty member to create a Faculty Development Plan. The Faculty Development Plan should be forwarded to the Office of Faculty Affairs by May 15 of the year in which the review took place.

In cases where a faculty member receives their second or more consecutive three-year outcomes, the Dean may choose to refer the case to the Faculty Status and Grievance Committee.

\* See Faculty Handbook in regards to administrative reviews, which should include chairs, deans, associate deans, and associate chairs whose administrative duties comprise 50% or more of their job duties.

^ Regents Professor appointments and reappointments may count as a replacement for PPR.

**Table One: Who Provides Each Item**

<b>Item</b>	<b>Faculty Member</b>	<b>School</b>	<b>PPR Committee</b>	<b>College</b>	<b>^Institute</b>
<b>Coversheet</b>	<b>X</b>				
<b>Copy of approved individualized criteria (if applicable)</b>	<b>X</b>				
<b>CV</b>	<b>X</b>				
<b>Personal Statement</b>	<b>X</b>				
<b>Teaching Evaluations</b>	<b>X</b>				
<b>Annual Performance Evaluations</b>		<b>X</b>			
<b>Dean/Chair Letter to Committee</b>		<b>X</b>			
<b>PPR Committee Letter</b>			<b>X</b>		
<b>Transmittal Letter to Faculty Member</b>				<b>X</b>	<b>For Colleges without Schools</b>
<b>*Faculty Development Plan</b>		<b>X</b>		<b>X</b>	<b>For Colleges without Schools</b>

**\*Only required with the review results in a three-year review schedule**

**^The Dean or Vice Provost for Graduate Education and Faculty Development may ask the Faculty Status and Grievance Committee to review cases that result in subsequent three-year outcomes.**