



Idaho State University

POLICIES AND PROCEDURES

Periodic Performance Review of Tenured Faculty

ISUPP 4010

POLICY INFORMATION

Policy Section: *Academic Affairs*

Policy Title: *Periodic Performance Review of Tenured Faculty*

Responsible Executive (RE): *Vice President of Academic Affairs and Provost*

Sponsoring Organization (SO): *Faculty Senate*

Dates: Effective Date: *May 5, 2011 (7-20-11, 5-3-18)*

Revised: *May 1, 2023*

Review Date: *May 2028*

I. POLICY STATEMENT

A. Rationale

The Idaho State Board of Education requires reviews of tenured faculty members at intervals not to exceed five (5) years by peers of the faculty member's unit (SBOE II.G.6.g).

B. Purpose

To delineate the procedures and minimum requirements for conducting a uniform Periodic Performance Review (PPR) of tenured faculty.

II. AUTHORITY AND RESPONSIBILITIES

The Office of the Provost has the authority and responsibility to update and review this policy as necessary in consultation with the faculty as represented by the Faculty Senate.

III. PROCEDURES

- A. The procedures outlined here are intended to assure fair and equitable treatment of faculty members throughout Idaho State University during their Periodic Performance Reviews (PPR), and to ensure confidence that review recommendations will be fairly and equitably applied. The intent of the PPR is to summarize the faculty member's body of work covering a period of employment since: tenure, a review for promotion to Professor, a prior PPR, or departure from a fully administrative assignment. For administrators returning to the faculty full-time, their PPR clock shall start one year after exiting their administrative assignment. In addition to the PPR, the SBOE also requires an annual evaluation (SBOE II.G.4.a). The PPR is not intended to carry the weight of a promotion or tenure review. Rather, it is designed to validate ongoing satisfactory performance or encourage constructive developmental plans for improvement.
- B. The Office of the Provost will curate a list of tenured faculty members and will notify unit directors regarding their respective faculty members that are due for a PPR during the upcoming academic year, no later than September. Unit directors will notify their faculty members on the list within ten (10) working days after receiving the list.
- C. Each college/academic unit shall establish guidelines for PPRs that are consistent with the Governing Policies and Procedures of the Idaho State Board of Education and with the policy set forth in this document. As required by SBOE policy, this process must include a review by committee members composed of tenured faculty and a review by the department chairperson or unit head.
- D. Unit directors will facilitate unit member participation and input into the review process according to the requirements set forth by their colleges, academic units, and this policy.
- E. Standard Review
 1. Committee Review
 - a. A review by a committee of three (3) tenured faculty will be performed using the reviewee's current CV and a three-page summary of their teaching effectiveness, research/scholarship activities, and service (as defined in SBOE II.G.6.g) covering their work over the PPR period established by the Office of the Provost.
 - i. An administrator with evaluative responsibilities, who manages and oversees tenured faculty is not eligible to serve on any PPR committee.
 - ii. One committee member will be chosen by the unit's director, one chosen by the reviewee, and a third member, agreeable to both parties, is chosen to serve as chair. Faculty may be chosen from the college if the unit has insufficient tenured faculty to fill the committee.

- b. This committee, upon review of submitted materials, reports to the unit director and the reviewee within ten (10) working days either that the reviewee “meets expectations” or that a “performance plan is recommended.” The committee shall substantiate their performance plan recommendation in writing.
2. Department Chair or Unit Head Review

A review of the tenured faculty member shall be conducted by their Department Chair or Unit director in accordance with SBOE policy (II.G.6.g). The review must be conducted in terms of the tenured faculty member’s continuing performance, in the categories of: teaching effectiveness, research or creative activities, professional related services, other assigned responsibilities, and overall contributions to the department.
 3. If either review recommends a performance plan, then the reviewee has ten (10) working days to request an extended review before a performance plan is initiated.

F. Extended Review

1. After they are notified that a performance plan is recommended, the reviewee has ten (10) working days to request an extended review. The unit director will form an extended review committee within twenty (20) working days after the request consisting of at least five (5) members that include the PPR committee chair (outlined above in section III.E.1).

At least 60% (quorum) of the extended review committee will be composed from the unit’s tenured faculty. For smaller programs, a committee of five (5) tenured faculty are assembled with additional committee members drawn first from the college level and if necessary from the University at large. Committee members outside the unit should be chosen that are agreeable to the unit director and the reviewee, should not have a prior close relationship with either party, and should be chosen from a closely aligned discipline. A list of at least four (4) candidates is created from the committee members to serve as chair. The reviewee may strike up to one half of the listed candidates for chair. The committee chair is selected from the remaining list by a majority vote among the committee members.

2. The reviewee will submit a response within five (5) working days from the creation of the extended review committee to the unit director and the extended review committee chair.
3. The extended committee will review the reviewee’s response as well as annual evaluations from the PPR period within twenty (20) working days. The extended review committee is charged with recommending whether the reviewee “meets expectations” or “a performance plan is recommended.” If the reviewee does not “meet expectations”,

the extended review committee will delineate their reasons for recommending a performance plan in a report that is sent to both the unit director and the reviewee.

G. Performance Plan

The purpose of a performance plan is to provide guidance and support for a faculty member who did not “meet expectations” in their PPR. Upon a recommendation for a performance plan, the faculty member and their unit director will create the plan in consultation with the dean or the dean’s designee. The performance plan shall include the following:

1. Clearly defined goals and outcomes that are realistically attainable
2. A timeline, not to exceed three (3) years
3. Monitoring strategy that includes criteria for measuring progress
4. Sources of support to assist the faculty member

The performance plan shall be signed by the faculty member, the unit director, and the dean, as an acknowledgement of the receipt of the performance plan. A copy of the performance plan shall be sent to the Provost’s Office.

The unit director and dean are jointly responsible for providing necessary support to implement the plan.

- H. Consistent with SBOE policy (II.G.6.g.iii), the promotion review process will take the place of a Periodic Performance Review, and will satisfy requirements for both review processes. Following a promotion review, the PPR cycle will restart at year one (1) regardless of the outcome of the bid for promotion. Additionally, denial of promotion shall not be equated with a “performance plan is recommended” in the PPR process.

IV. RELATED LAWS, RULES, AND POLICIES

A. Idaho SBOE Governing Policies and Procedures

1. II.G.4.a Annual Evaluation
2. II.G.6.g Periodic Performance Review of Tenured Faculty Members

B. ISUPP 4020 *Promotion and Tenure*