



RUTGERS POLICY

Section: 60.5.7

Section Title: HR/Faculty

Policy Name: Post-tenure Review Procedure

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60.5.7 POST-TENURE REVIEW PROCEDURE

1. By September 1 each dean shall determine the list of tenured faculty members in the unit whose work has not been evaluated for promotion during the past five years and who are therefore eligible during the coming academic year for post-tenure review under Section 60.5.6.
2. By September 15, the dean shall forward to the appropriate chairs a list of the faculty members in his or her department who are eligible for review. No later than October 1 of each year, each tenured faculty member shall be directed to review the statement of the research, teaching and service needs of the department as set forth in the department's self-study and external departmental review including the recommendations, if any, from the Committee on Standards and Priorities in Academic Development (CSPAD).
3. Faculty members who are on leave during a year in which they are identified as being eligible for a post-tenure review shall have the review deferred until their return from leave, or, at the discretion of the chair, upon request of the faculty member, may have the post-tenure review in the year prior to the leave. In the case of faculty members who are to be considered for promotion during the same year in which they are identified as being eligible for post-tenure review, the promotion evaluation shall take precedence and the post-tenure review will not be necessary for another five years.
4. Each faculty member eligible for post-tenure review shall be notified by October 1 that the review is to take place. At that time he or she shall be provided with a copy of the current post-tenure review procedure and the date of the review. The date of the review shall not be sooner than 45 days following this notice.

5. The post-tenure reviews shall take place in a meeting between the faculty member and the department chair, or, in units where there is no chair, the appropriate unit director or dean. When a department chair is due for a review, the review shall be conducted by the dean. Given the purposes of the post-tenure reviews, they will not require any other faculty or administrative participation.
6. The faculty member scheduled for review shall provide the chair with a current curriculum vitae, and outline of a five-year plan setting forth the faculty member's goals for teaching, scholarship and service¹ and any other information (e.g., description of work in progress, activities scheduled for the year) that the faculty member would like to bring to the chair's attention.
7. The faculty member and chair shall review the faculty member's current and planned scholarship, teaching, and service interests and accomplishments, and examine their relationship to current departmental needs. When the interests and academic activities of the faculty member correspond with needs of the department, no changes are called for. When a gap between departmental need and individual faculty member interests is identified, the chair and the faculty member shall explore possible changes, so that the faculty member's strengths and interests can better serve the needs of the department and college.
8. The chair shall prepare a memorandum summarizing the review. The chair shall provide the faculty member with a copy of the summary memorandum, and after 20 days, forward the summary memorandum to the appropriate dean, along with the faculty member's response, if any has been received, both of which will be placed in the faculty member's personnel file.
9. At the end of each academic year the chair shall provide his or her dean with a summary of the post-tenure reviews conducted within the department, and each dean shall similarly provide, in Camden and Newark, the chancellor with a unit-wide summary. In New Brunswick, this summary should be provided to the Executive Vice President for Academic Affairs.

¹ Use applicable criteria.