



RUTGERS POLICY

Section: 60.5.6

Section Title: Faculty

Policy Name: Required Reviews of Tenure-Track Faculty and Required Post-Tenure Reviews and Procedures for Tenured Faculty

Formerly Book: 3.3.8, 3.3.9

Approval Authority: President

Responsible Executive: Executive Vice President for Academic Affairs

Responsible Office: Office of Academic Labor Relations

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Errors or changes? Contact: aclr@rutgers.edu

1. **Policy Statement**

Periodic reviews of both tenured and tenure-track faculty are necessary to foster the continued development and advancement of the university's faculty, and to ensure ongoing alignment of the faculty with the academic goals of each department, center and academic unit. This policy sets forth the timetable for the reviews of both tenured and tenure-track faculty, and the duties of department chairs, directors and deans to administer the review process.

2. **Reason for Policy**

To establish a timetable and clear procedure for required reviews of both tenured and tenure-track faculty members, and provide the duties of department chairs, directors and deans regarding the administration and communication of tenured and tenure-track faculty review procedures.

3. **Who Should Read This Policy**

- Chancellors, Deans, directors and department chairs
- Faculty members
- Academic administrators
- All other individuals involved with the administration of faculty reviews

4. **Related Documents**

N/A

5. **Contacts**

Office of Academic Labor Relations
848-932-7174

6. The Policy

60.5.6 REQUIRED REVIEWS OF TENURED AND TENURE-TRACK FACULTY

A. ANNUAL REVIEWS OF TENURE-TRACK FACULTY

Except as set forth in Section C below, it is the duty of the Dean or Director of each academic unit to solicit annually from each department chair a report indicating that a thorough review of each tenure-track faculty member of the department has been undertaken, that its results have been communicated verbally and in writing to the faculty member concerned, and that a copy has been placed in his or her official personnel file after review by the Dean

B. POST-TENURE REVIEWS

1. It is the duty of the Dean or Director of each academic unit to solicit from each department chair a report indicating that a thorough review of each tenured faculty member has been undertaken at intervals of five years for each such faculty member, that its results have been communicated verbally and in writing to the faculty member concerned, and that a copy has been placed in his or her official personnel file after review by the Dean. The implementation of this review shall be in accord with Paragraphs 2 – 10 below.
2. 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 pursuant to Section B(1) above.
3. 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, or other appropriate document.
4. 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.
5. 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.
6. 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.

7. 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.
8. The faculty member and department 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 department 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 school.
9. The department chair shall prepare a memorandum summarizing the review and shall provide the faculty member with a copy of the memorandum. The faculty member may respond within 15 working days from the date of the memorandum. After 20 working days from the date of the memorandum, the department chair shall forward the memorandum to the appropriate Dean, along with any response from the faculty member, both of which will be placed in the faculty member's official personnel file.
10. At the end of each academic year the department 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 a unit-wide summary to the appropriate Chancellor.

C. REVIEWS FOR FACULTY AT ROBERT WOOD JOHNSON MEDICAL SCHOOL, SCHOOL OF HEALTH RELATED PROFESSIONS, RUTGERS SCHOOL OF DENTAL MEDICINE, NEW JERSEY MEDICAL SCHOOL, SCHOOL OF PUBLIC HEALTH AND SCHOOL OF NURSING (FORMER UMDNJ SCHOOL OF NURSING) (collectively, "Legacy UMDNJ Faculty")

Legacy UMDNJ Faculty shall be evaluated at such other or additional intervals as may be specified in the applicable collective negotiations agreement. This evaluation will occur in addition to the post-tenure review as set forth in Section B above. In the event any aspect of Sections A and B above are determined to be negotiable as to Legacy UMDNJ Faculty, the University will negotiate with the appropriate collective negotiations unit to the extent required by law.

¹ Use applicable criteria.