

## Faculty Handbook Amendment regarding Post-Tenure Review

### Current language:

**VI.B. Post-Tenure Review Process:** The post-tenure review process at WKU will incorporate and build upon the existing system of annual performance reviews. Key elements of the review process will include annual activity reports submitted by each faculty member, results of student evaluations of faculty, and department head evaluations of each faculty member. These elements encompass:

- annual activity reports that will be consistent in format and will include activities and endeavors in the categories of teaching, research/creative activities, service, and contributions to the University mission, as well as the individual faculty member's long-range goals in each of the above categories;
- results of student evaluations for each course taught by the faculty member during the preceding year;
- department head annual evaluations that will explicitly address the post-tenure review goals of commending and recognizing superior performance, encouraging and facilitating improvement wherever necessary, maximizing opportunities for continuing professional development, and advancing attainment of institutional goals.

The results of the annual post-tenure review process will be provided to the college dean and the Office of the Provost for record-keeping and will be incorporated into recommendations for merit salary increases and University recognition and awards. If areas needing improvement are identified, the department head will work with the faculty member in developing a plan for improvement and will monitor progress during the following year.

### Proposed language:

**VI.B. Post-Tenure Review Process:** The post-tenure review process at WKU will incorporate and build upon the existing system of ~~annual~~ performance reviews. **The post-tenure review process will take place every three years.** Key elements of the review process will include ~~annual~~ activity reports submitted by each faculty member, results of student evaluations of faculty, and department head evaluations of each faculty member. These elements encompass:

- ~~annual~~ activity reports that will be consistent in format and will include activities and endeavors in the categories of teaching research/creative activities, service, and contributions to the University mission, as well as the individual faculty member's long-range goals in each of the above categories
- results of student evaluations for each course taught by the faculty member during the preceding **three** years;
- department head ~~annual~~ evaluations that will explicitly address the post-tenure review goals of commending and recognizing superior performance, encouraging and

facilitating improvement wherever necessary, maximizing opportunities for continuing professional development, and advancing attainment of institutional goals.

The results of the ~~annual~~ post-tenure review process will be provided to the college dean and the Office of the Provost for record-keeping and will be incorporated into recommendations for merit salary increases and University recognition awards. If areas needing improvement are identified, the department head will work with the faculty member in developing a plan for improvement and will monitor progress during the following year.

**Rationale:**

The FWPR committee conducted a survey in spring of 2020 with regard to the frequency of post-tenure review. Based upon those results, Senate voted in favor of having a post-tenure review occur every 3 years. Below are updates that need to get included in the Faculty Handbook to reflect the changes to the process frequency.