

## **SSW POLICY FOR REVIEW OF TENURED FACULTY**

Each promotion/tenure unit shall establish written criteria and procedures governing the periodic review of each tenured faculty member.

### **I. PURPOSE**

The purpose of the review will be to examine, recognize, develop and enhance the performance of tenured faculty members at the University of Georgia.

### **II. CRITERIA**

- A. The criteria are based upon the overall mission of the School and assigned responsibilities of faculty members and particular strengths who contribute to the mission of the institution in distinct ways.
- B. The School shall ensure that the criteria governing faculty review do not infringe on the accepted standards of academic freedom of faculty, including the freedom to pursue novel, unpopular, or unfashionable lines of inquiry. The review shall be carried out free of bias or prejudice by factors such as race, religion, sex, color, national origin, sexual orientation, ethnicity, age, disability, political affiliation or veteran status.

### **III. PROCEDURES**

- A. Reviews shall occur once every five years after tenure or promotion has been granted unless delayed because the faculty member is on leave; or because his or her review for promotion to professor is approved by the faculty of the promotion/tenure unit for the following year. These reviews may be combined with other reviews, including (but are not limited to) nominations for chaired professorships, major teaching awards, graduate faculty appointments, national professional honors or awards. In the case of combined reviews, the Post-Tenure Review Committee may require supplementary documentation from the faculty member, which meets the criteria of C.1 below.
- B. A Post-Tenure Review Committee will be constituted from tenured faculty of the same rank or above as the person under review. One member will be selected by lottery from the tenured faculty of the School of Social Work. Two members will be selected by the faculty member being reviewed from tenured faculty members of same rank or above from the School of Social Work faculty, or from other promotion/tenure units, contingent upon their willingness to serve. The faculty member under review may formally object to the service of a faculty member as reviewer by letter to the Dean of the School of Social Work. Up to five such objections will be honored. Every effort will be made to keep these formal objections confidential and the formal objections will not be released by the School or the University, except as required by law. The Post-Tenure Review Committee must include at least one member from the School of Social Work tenured faculty.

Thus constituted, the Committee will be convened by the Chair of the School of Social Work Promotion and Tenure Committee. The three person Committee will then select its own chair.

- C. Review procedures shall include:
1. Qualitative and quantitative evidence of the faculty members' performance over the previous five years will be reviewed. The evidence should include annual reviews by the promotion/tenure unit head, a current curriculum vitae, materials providing documentation of the faculty member's accomplishments and contributions that the peer-review committee or the faculty member judge to be relevant to the review. The faculty member will provide the Post-Tenure Review Committee with a concise, two-page written summary of his/her accomplishments in the areas of assigned responsibilities and future plans.
  2. Discussion with the faculty member about his or her contributions to the profession, the promotion/tenure unit and the University, if either the Post-Tenure Review Committee or the faculty member so desire.
  3. Appropriate consideration of a faculty member's contributions to interdisciplinary programs, governance, administration and other programs outside the promotion/tenure unit.
- D. The Post-Tenure Review Committee shall provide the faculty member with a concise, written summary of the review and a conclusion as to whether his/her performance is deemed satisfactory. The faculty member shall have the opportunity to prepare a written response to the summary. A copy of the summary and any written response to it shall be given to the promotion/tenure unit head and shall be placed in the personnel file of the faculty member. If the faculty member's performance is deemed not satisfactory, the Post-Tenure Review Committee shall provide a report identifying the areas of weakness and suggest actions that might strengthen the faculty member's performance.
- E. The promotion/tenure unit head shall also maintain in the faculty member's personnel file all documents that played a substantive role in the review (other than documents such as publications that are readily accessible elsewhere), and a record of any action taken as a result of the review.
- F. A faculty member may request reconsideration of the post-tenure review recommendation of the Post-Tenure Review Committee by submitting a letter and additional documentation to the promotion/tenure unit head within fifteen days of receipt of the written review.
- G. A faculty member may appeal in writing a Post-Tenure Review Committee action or decision within fifteen days of the final action of the Post-Tenure Review Committee. The appeal will go to the Faculty Post-Tenure Review Appeals Committee. The Faculty Post-Tenure Review Appeals Committee would be a seven-member faculty committee elected by the University Council for two-year staggered terms. The Executive Committee of the University Council shall nominate faculty members at the rank of professor with tenure from within and outside the University Council as candidates for election to the Faculty Post-Tenure Review Appeals Committee. No more than two members shall be from any one college. The committee shall elect its chair annually. The Faculty Records Office of the Office of the Vice President for Academic Affairs will provide staff assistance.

#### IV. ACCOUNTABILITY

- A. Copies of the promotion/tenure unit's post-tenure review policies and procedures shall be filed with the appropriate dean.
- B. Promotion/tenure unit heads shall maintain a record of reviews completed, including the names of all reviewers.
- C. At the end of each academic year, the appropriate dean shall receive a report from the promotion/tenure unit head, listing the names of faculty members reviewed during that academic year and summarizing the outcomes of those reviews.
- D. Any exceptions to this review process must be approved by the Faculty Affairs Committee of the University Council.
- E. The periodic review of each promotion/tenure unit shall include review of the post-tenure process of the unit.