

College of Law Tenure-Track Faculty Review Manual

Summary of Policy Compliance with USG & GSU Requirements

POLICY	Line Numbers
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Policy/Expectation - GENERAL

Policy is consistent with BOR policy	20, 277, 1155, 1180, 1186
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Criteria for evaluation includes:

Instruction	55-67, 119-120, 135-137), 332-348, 421-422, 438-440, 461-463, 484-485, 600-606, 607-626, 806-816, 939-949
Embedded Student Success Activities	19-31, 92, 912-916, 939-949
Research/Scholarship/Creative Activities	19-31, 68-82, 121-122, 138-139, 350-390, 426-433, 444-451, 466-474, 490-494, 637-659, 939-940
Service	19-31, 83-103, 123-124, 140, 391-406, 422-425, 441-442, 465, 489, 660-671, 939-940
Student Evaluations Included (required for all faculty whose primary responsibility is teaching)	346-348, 600-601, 627-635, 784-785
For faculty whose primary responsibility is not teaching, excellence demonstrated in the areas where the major responsibilities lie	165-172, Appendix D, 1389-1390
Due process is outlined for remedial actions	1157-1187
Policies support academic freedom	84-87, 904-905
Policies identify clear and transparent assessment criteria and rubrics aligned with mission and values of the institution and college for every stage of a faculty member's career	117-124, 135-140, 437-451, 461-474, 483-494, Appendices D-G
Policy has been approved through the college's faculty governance processes and procedures	Cover page
Instructional quality and quality learning are included (evidence of learning, student perceptions, continuous improvement methodologies, peer assessment, etc.)	333-348, 600-635

Policy/Expectations - Student Success

Student success measures are:

Embedded in other assessment criteria	15-17, 912-915, 939-947, 1288-1289
Student success is clearly defined	26-31, 160-162
Evaluation includes assessment of the faculty member's involvement in activities inside and outside of the classroom that deepen student learning and engagement	26-31, 90-92, 910-916, 988-990, 1220, 1288-1289, 1620-1622

Policy/Expectations - Post-Tenure Review

Policy was developed in consultation with faculty	7-11
Policy includes due process mechanism	1041-1052, 1157-1187
Review takes place every five years following the award of tenure	927-928
Policy allows for a voluntary post-tenure review (clock resets if successful)	931-937
The policy includes review of annual evaluations since the last award of tenure or PTR.	1015-1021
Faculty member is responsible for providing review materials	986-999

Post-tenure review includes feedback from the following:

Department Chair (required)	1053-1066
Committee of faculty colleagues (required)	956-959, 1001-1052
Others (optional)	
Mechanism to convey results of post-tenure to faculty member	1072-1082

Policy defines a successful post-tenure review and associated rewards

If unsuccessful post-tenure review, performance improvement plan is developed with input from:

Dean (required)	1084-1086, 1131-1144
Department Chair (required)	
Committee of faculty colleagues (required)	1113-1130
Evaluation of performance improvement plan is determined by department chair and dean after considering feedback from committee of faculty colleagues	1087-1111
Remedial actions outlined for an unsuccessful performance improvement plan	1138-1142, 1145-1187

Policy/Expectations - Annual Review

Utilizes the following Likert scale:	144 – 153
1 - Does Not Meet Expectations	
2 - Needs Improvement	
3 - Meets Expectations	
4 - Exceeds Expectations	
5 - Exemplary	
Faculty member is responsible for providing materials for annual evaluation	32 – 41, 173 – 176, 1264 – 1266

Criteria for evaluation includes (as appropriate to the institution; college; school; department; and workload):

	Instruction	55 – 67, 119 – 120, 135 - 137
	Student Success Activities	26 – 31, 1288-1289
	Research/Scholarship/Creative Activities	68 – 82, 121 – 122, 138 – 139
	Service	83 – 103, 123 – 124, 140 – 143
	Professional Growth	125 – 131
	Faculty workload percentages are factored into the model	164 – 172, 1274
	Faculty signs statement that he/she has been apprised of the evaluation	184 – 188, 1328 - 1333
	Faculty member may submit a rebuttal/response to the annual evaluation within a defined time period	188 – 190
	Appropriate supervisor acknowledges in writing receipt of rebuttal/response from faculty member within a defined time period	190 – 193
	Faculty given a performance remediation plan developed by the appropriate supervisor and in consultation with the faculty member for a "1" or a "2" in any one category of the annual review	196 – 226, 1304-1340

Policy/Expectations - Corrective Post-Tenure Review

	Policy includes corrective post-tenure review after two consecutive years of receiving a "1" or a "2" on any one element for which the faculty member is evaluated	1145-1156
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Policy/Expectations - Due Process Following an Unsuccessful PTR or Corrective PTR

	Conforms to the following: Upon request by the faculty member, the PTR committee will review the materials that attest to performance improvement plan progress and the proposed remedial action and make their recommendation.	1157-1188
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The faculty member has 10 business days from receiving the recommendation of the dean/dept. chair to request the PTR committee review. Upon request to review the recommended action by the faculty member, further due process will include the following:

1. The PTR committee will review the recommendation of the department chair and dean. The PTR committee may exercise its judgment as to whether an in-person hearing is necessary. The recommendation of the PTR committee may be based solely on a review of the record. The PTR committee will issue its recommendation to the Provost and the faculty member within 20 business days of the request for review by the faculty member.

2. Within 5 business days of receiving the recommendation(s) from the PTR committee, the Provost shall send an official letter to the faculty member notifying him or her of the decision.

3. The faculty member may appeal to the President of the institution within 5 business days of receiving the decision from the Provost. The President's final decision shall be made within 10 business days and should notify the faculty member of his or her decision and the process for discretionary review application as provided for in Board of Regents' Policy.

4. If the remedial action taken is dismissal by the President, the faculty member may complete their faculty assignment for the current semester at the discretion of the institution; however, the semester during which a final decision is issued will be the last semester of employment in their current role.

5. An aggrieved faculty member may seek discretionary review of the institution's final decision pursuant to BOR POLICY 6.26 APPLICATION FOR DISCRETIONARY REVIEW.

Policy/Expectations - Academic Administrators

	Annual review by supervisor	Same for all faculty
	Evaluation is based on traditional faculty activities that align with the responsibilities of the administrator	110-115