



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>Proposed Policy Number and Title:</b> 638 Post-Tenure Review		
<b>Current Policy Number and Title:</b> Not applicable		
<b>Approval Process*</b>		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Compliance Change
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion	<input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> New <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b>	Stage 2 Regular, March 4, 2025
<b>President's Council Sponsor:</b>	Wayne Vaught
<b>Policy Steward:</b>	Kathren Brown

POLICY APPROVAL PROCESS DATES		
REGULAR	TEMPORARY	COMPLIANCE
<b>Drafting and Revision</b> Entrance Date: 10/24/2024	<b>Drafting and Revision</b> Entrance Date: _____	<b>President's Council Approval</b> Approval Date: _____
<b>University Entities Review</b> Entrance Date: 3/13/2025 Close Feedback: 5/8/2025	<b>Board of Trustees Review</b> Entrance Date: _____ Approval Date: _____	<b>Board of Trustees Ratification</b> Ratification Date: _____
<b>Board of Trustees Review</b> Entrance Date: _____ Approval Date: _____		



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<b>POLICY TITLE</b>	Post-Tenure Review	<b>Policy Number</b>	638
<b>Section</b>	Academics	<b>Approval Date</b>	
<b>Subsection</b>	Faculty	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of the Provost/Senior Vice President of Academic Affairs	<b>Last Review</b>	

#### 1.0 PURPOSE

1.1 In accordance with Utah Board of Higher Education policy and accreditation requirements, the University conducts post-tenure reviews of tenured faculty members to (1) recognize performance in the discipline's endeavors that demonstrates growth and development; (2) communicate to the faculty member improvements needed in scholarship, teaching, and service and in adhering to UVU Policy 635 *Faculty Rights and Professional Responsibilities* and other applicable policies; and (3) enhance each individual's future productivity.

#### 2.0 REFERENCES

- 2.1 *Tenure-Reporting*, Utah Code §53B-2-106.1 (2024)
- 2.2 Utah Board of Higher Education Policy R481 *Academic Freedom, Professional Responsibility, Tenure, Termination, and Post-Tenure Review*
- 2.3 UVU Policy 633 *Faculty Performance Evaluation and Feedback*
- 2.4 UVU Policy 635 *Faculty Rights and Professional Responsibilities*
- 2.5 UVU Policy 649 *Faculty Sanction and Dismissal with Cause*

#### 3.0 DEFINITIONS

- 3.1 Intellectual property:** Any ideas, inventions, technology, creative expression, and embodiments in which a proprietary interest may be claimed, including but not limited to patents, copyrights, trademarks, know-how, and biological materials.
- 3.2 Remediation Plan:** A plan to help faculty meet expectations and address deficiencies in performance.



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**3.3 Student Rating of Instruction (SRI):** A standard, university-wide qualitative or quantitative student rating of faculty and courses used to help evaluate teaching and courses.

#### 4.0 POLICY

##### 4.1 Post-Tenure Review

**4.1.1** The post-tenure review period covers five complete years since a faculty member received tenure or five complete years from their last post-tenure review.

**4.1.2** Post-tenure review shall be distinct from the tenure and promotion processes. It is not a reapplication for tenure.

**4.1.3** Post-tenure review shall be a comprehensive review of the tenured faculty member's performance over the previous five years. The post-tenure review shall take a holistic approach in assessing overall performance across the review period.

**4.1.4** While eligibility for rank advancement and required post-tenure review may occur in the same year, faculty members cannot substitute rank advancement submissions for post-tenure review submissions.

**4.1.5** Post-tenure review shall protect academic freedom in teaching and research and in an individual's personal life.

**4.1.6** Post-tenure review shall include

**4.1.6.1** a teaching assessment, including student evaluations, for all courses taught;

**4.1.6.2** a demonstration of the quality of the tenured faculty member's scholarship research/creative works;

**4.1.6.3** an explanation of service to the profession, institution, or community;

**4.1.6.4** intellectual property owned wholly or partly by, or commercialization efforts attributed to, the tenured faculty member;

**4.1.6.5** the tenured faculty member's compliance with university policies regarding the responsibilities and ethical obligations of faculty members; and

**4.1.6.6** any improvement plans for underperformance.



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44 **4.1.7** The post-tenure review criteria consist of the minimum performance standards for tenured  
45 faculty members, as outlined in UVU Policy 635 *Faculty Rights and Professional*  
46 *Responsibilities*.

#### 4.2 Performance Standards and Remediation

48 **4.2.1** If the faculty member's review shows that the faculty member is not meeting the minimum  
49 standards required by the institution, the faculty member will be placed on a remediation plan to  
50 address any deficiencies as outlined in section 5.7 of this policy.

51 **4.2.2** A faculty member's failure to successfully address deficiencies identified in the  
52 remediation plan, will be subject to disciplinary action up to and including dismissal for cause,  
53 with appeal rights, under UVU Policy 649 *Faculty Sanction and Dismissal for Cause*.

### 5.0 PROCEDURES

#### 5.1 Post-Tenure Review

55 **5.1.1** Faculty members undergo a review in their sixth year after being granted tenure; this  
56 review evaluates their performance over the preceding five years. After this sixth-year review,  
57 the college-level committee will conduct post-tenure review of the faculty members every five  
58 years.

59 **5.1.2** Faculty who received tenure in a year ending in a 4 or a 9, will go up for post-tenure review  
60 in 2024–25, and 2029–30. Faculty who received tenure in a year ending in a 5 or 0 will go up for  
61 post-tenure review in 2025–26, and 2030–31. Faculty can determine the year they apply for post-  
62 tenure review by reviewing the table below.

Received tenure in a year ending in the following number or last digit of year of last review	Current Year
4 and 9	2024–25 & 2029–30
5 and 0	2025–26 & 2030–31
6 and 1	2026–27 & 2031–32
7 and 2	2027–28 & 2032–33
8 and 3	2028–29 & 2033–34



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5.1.3 Post-tenure review shall be conducted through a college-level committee comprised of at least two tenured faculty members and chaired by the dean as the Provost's designee. The number of committee members will be at the discretion of the dean of the school or college.

5.1.4 Academic Affairs, in consultation with Faculty Senate, will summarize minimum standards into a checklist.

## 5.2 Faculty Submission Requirements

5.2.1 Faculty members shall submit the following materials through the approved university digital management system:

5.2.1.1 annual reviews for the past five years,

5.2.1.2 Student Ratings of Instruction (SRIs) for all semesters taught, including summer, during the past five years; and

5.2.1.3 performance improvement plans (PIPs) and sanctions that occur within and outside the annual review process.

5.2.2 Faculty members may include optional comments to contextualize SRIs, annual reviews, and PIPs.

5.2.3 Post-tenure is a legal and institutional requirement. A faculty member who fails to complete a post-tenure review submission in accordance with this policy may face sanctions up to and including termination.

## 5.3 Committee Composition and Review

5.3.1 The Provost shall appoint college- or schoolwide committee members in consultation with the dean and department chairs.

5.3.2 The committee shall be comprised of the dean (as the Provost's designee) and at least two tenured faculty members appointed from a different department than the faculty member. The committee may also include up to two tenured faculty members from the same department.

5.3.3 The dean will provide the committee's recommendations to the Provost, and then the Provost will provide their recommendations to the President.

## 5.4 Review Timeline



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91 **5.4.1** Faculty members shall submit their materials by January 14 in their sixth year after  
92 receiving tenure and every five years after that. (See the table in section 5.2.)

93 **5.4.2** The dean shall forward committee recommendations to the Provost by March 1.

94 **5.4.3** The Provost shall forward their recommendations to the President by April 15.

95 **5.4.4** The President, in consultation with the Provost, the dean, and the Board of Trustees, shall  
96 make final decisions by May 30.

97 **5.4.5** Academic Affairs shall notify faculty, the dean, and department chairs of the President's  
98 decision by June 15.

### 99 **5.5 Special Circumstances**

100 **5.5.1** Sabbatical leave periods shall count toward the five-year review period.

101 **5.5.2** Faculty members on sabbatical leave during their scheduled post-tenure review year shall  
102 still complete this review during that year.

103 **5.5.3** If a faculty member needs an extension of time to submit their post-tenure review portfolio,  
104 they should contact People and Culture to request an accommodation.

### 105 **5.6 Post-Tenure Review Rubric**

106 **5.6.1** Academic Affairs, in collaboration with Faculty Senate, will create and maintain a rubric  
107 for post-tenure review that establishes performance standards consistent with Policy 635 *Faculty*  
108 *Rights and Professional Responsibilities*.

109 **5.6.2** Faculty submissions will be evaluated based on the existing rubric approved by the start of  
110 the academic year in which faculty are submitting their post-tenure review.

### 111 **5.7 Remediation Plan**

112 **5.7.1** If a faculty member does not meet post-tenure review standards, the department chair shall

113 **5.7.1.1** create a remediation plan to address deficiencies with significant input from the faculty  
114 member;

115 **5.7.1.2** establish a timeline by which the tenured faculty member is expected to address the  
116 deficiencies; and

117 **5.7.1.3** monitor progress toward addressing deficiencies, as outlined in the timeline.



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118 **5.7.2** If a faculty member refuses to collaborate, the department chair will create the remediation  
119 plan as a directive.

120 **5.7.3** The dean must review and approve all remediation plans and directives.

121 **5.7.4** Any current performance improvement plan (PIP) may become the basis of a new  
122 remediation plan.

123 **5.7.5** If a faculty member fails to address the deficiencies within the specified timeline, they may  
124 be subject to sanctions, including dismissal for cause, subject to the appeals process as outlined  
125 in UVU Policy 649 *Faculty Sanction and Dismissal for Cause*.

126 **5.7.6** Appeals shall follow the process outlined in Policy 649 *Faculty Sanction and Dismissal for*  
127 *Cause*.

128 **5.7.7** If the President, in consultation with the Board of Trustees, does not dismiss a tenured  
129 faculty member who fails to address the noted deficiencies within the timeline, the President  
130 shall provide written justification to the Utah Board of Higher Education.

### 131 **5.8 Annual Report**

132 **5.8.1** The President shall provide an annual report to the Utah Board of Higher Education, no  
133 later than October 1 of each year with the following information:

134 **5.8.1.1** the number of post-tenure reviews that took place in the previous year;

135 **5.8.1.2** an analysis of scores from post-tenure reviews that took place in the previous year with  
136 personal information redacted;

137 **5.8.1.3** the number of post-tenure reviews from the previous year that resulted in a remediation  
138 plan;

139 **5.8.1.4** a qualitative summary of the types of remediation plans created in the previous year,  
140 including an average timeline by which tenured faculty members are expected to address  
141 deficiencies; and

142 **5.8.1.5** a summary of written justifications described in 5.7.7, if any, with personal information  
143 redacted.



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POLICY HISTORY		
<b>Date of Last Formal Review:</b> <a href="#">Click here to enter a date.</a>		
<b>Due Date of Next Review:</b> <a href="#">Click here to enter a date.</a>		
Date of Last Action	Action Taken	Authorizing Entity
	New policy approved through the regular policy process.	UVU Board of Trustees

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\*More information on the formal review can be found in Policy 101 section 4.7.3.





## POLICY 639 EXECUTIVE SUMMARY

**Policy Number and Title:** 638 Post-Tenure Review

**Date:** October 22, 2024

**Sponsor:** Wayne Vaught

**Steward(s):** Kat Brown

**Policy Process:** Regular

**Policy Action:** New

**Policy Office Editor:** Amanda Cooke

**Embedded Attorney:** Cathy Jordan

### Issues/Concerns (including fiscal, legal, and compliance impact):

This policy is being developed to comply with State law 53B-2-106.1, which requires public educational institutions to implement a post-tenure review process for tenured faculty. Key concerns include:

1. Ensuring compliance with state law while maintaining faculty rights and academic freedom.
2. Develop policy that is distinct from existing tenure and promotion process.
3. Addressing potential legal implications of dismissal processes for tenured faculty.
4. Implementing a process that is not overly burdensome for faculty.

### Suggested Changes:

1. Develop a faculty-driven process that is distinct from processes for tenure or promotion.
2. Create a five-year review cycle for all tenured faculty.
3. Implement college level committee according to state law that includes faculty and the provost or provost's designee.
4. Develop review process.
5. Develop procedures for addressing performance deficiencies and potential dismissal.

**Requested Approval from President's Council:** Entrance to Stage 1

### Proposed Drafting Committee:

Kat Brown, Wioleta Fedeczko, Nizhone Meza, Amanda Cooke, Hilary Hungerford, Cathy Jordan, Zac Taylor, Melissa Noyes

**Target Date for Stage 1 Draft to Enter Stage 2:** TBD

**Target Date for Board of Trustees Review:** TBD