



## Vice President for Academic Affairs

### **Minot State University**

### **Post-Tenure Review Policy**

### **Approved by Faculty Senate on 2/6/2025**

#### A. General

As required by SBHE Policy 605.1, each tenured faculty member shall undergo a post-tenure review (PTR) in their third year in a tenured faculty position and then no later than five years after their last PTR. The first PTR will evaluate the faculty member's performance since the award of tenure, and subsequent PTRs will evaluate their performance since the most recent PTR.

Unlike regular annual evaluations, post-tenure review evaluates a faculty member's cumulative performance since their last PTR or the awarding of tenure based on their percentage efforts in the areas of teaching, scholarship, and service as stated in their position description. Those areas are evaluated using the criteria for tenure established in the Minot State University Faculty Senate Bylaws. Tenured faculty who hold administrative positions shall be reviewed according to their criteria for annual evaluation based on the percentage efforts stated in their position description.

Post-tenure review neither changes the university's dedication to and stated policies regarding academic freedom nor alters the conditions under which tenured faculty may be dismissed.

#### B. Beginning the Post-Tenure Review Cycle in 2025–2026

Post-tenure review will begin in the 2025–2026 academic year. By the end of the 2027–2028 academic year, all faculty who have been tenured for at least three years will complete a post-tenure review.

#### C. Extensions to the Post-Tenure Review Cycle

1. In the year when a faculty member will have a post-tenure review, the PTR is done simultaneously with the faculty member's annual review. The PTR cycle resets after the faculty member is promoted in rank, and their next PTR will occur no later than the fifth year after their promotion.

2. The purpose of a PTR extension is to provide additional time to meet the standards expected for post-tenure review because of exceptional and extenuating circumstances that substantially impeded the faculty member's performance during the review period. Extensions to the PTR cycle may be granted in circumstances identified in university policy or pursuant to applicable law that may include parental leave, appropriate accommodation for faculty with disabilities, or other extraordinary circumstances such as a family emergency or an extended illness.

Extensions to the PTR cycle must be approved in writing by the Vice President for Academic Affairs. The Human Resources and Title IX offices must be consulted on extensions arising from pregnancy or pregnancy-related conditions. Human Resources must be consulted on extensions arising from a disability. The procedures used to request an extension of the probationary period for tenure outlined in the Minot State University Faculty Senate Bylaws shall be used to request an extension to the post-tenure review cycle.

#### D. Process for Post-Tenure Review

The faculty member must supply all necessary dossier materials and supporting information in the format required by the deadlines published by the office of the VPAA. Dossier materials shall include, at a minimum, an updated curriculum vitae, all formal annual evaluations from the period being evaluated (including both self-evaluations and the signed chair evaluations), and a narrative of up to three pages providing context for and detailing accomplishments in all of the areas outlined in the faculty member's position description during the period under review.

The chair of the faculty member's department will complete an evaluation of this dossier and supporting materials, including providing a written rationale for whether the faculty member is meeting expectations in teaching, scholarship, and service as established in the faculty member's and chair's annual evaluations for the period under review.

After the chair has completed the PTR, the VPAA or a designee within the VPAA's office will review it and complete a separate evaluation, including providing a written rationale for whether the faculty member is meeting expectations in teaching, scholarship, and service as established in the faculty member's and chair's annual evaluations for the period under review.

#### E. Performance Improvement Plans

If the chair of the faculty member's department determines that the faculty member does not meet specific performance expectations, whether overall or in a particular area, the department chair, in collaboration with the VPAA or a designee within the VPAA's office and the faculty member, shall establish a performance improvement plan (PIP) that includes clearly articulated and understood goals that are specific, measurable, achievable, relevant, and time-bound in accordance with University guidance and regulations regarding performance improvement plans. The performance improvement plan shall then inform the expectations articulated in the faculty member's subsequent position description, annual evaluation, and PTR.

If the faculty member does not agree with the performance improvement plan, the faculty member has the right to provide a written response that will be attached to the PIP. A response to a PIP does not invalidate the terms of the PIP.

#### F. Grievance

If the faculty member believes that the outcome of a PTR or the establishment of a PIP violates a specific SBHE or university policy, procedure, or practice, the faculty member may file a faculty grievance according to SBHE Policy 612 and the Minot State University Faculty Senate Bylaws.