

**BLUEFIELD STATE UNIVERSITY  
ADMINISTRATIVE PROCEDURE AP-FC-001.**

**1. In General.**

1.1 **Authority.** The Bluefield State University procedure for post-tenure review is issued pursuant to section 2.3 of Policy No. FC-403C consistent with section 2.2 of Policy No. FC-403C.

1.2 **Policy Statement.** The purpose of post-tenure review is to examine, recognize, enhance and assure the performance of tenured faculty members. Post-tenure review includes the recognition of multi-year accomplishments, an ongoing assessment of a tenured faculty members adherence to the standards set forth in section 3.3 of Policy No. FC-403 and plans for professional development to promote such adherence.

1.2.1 The post-tenure review process is not a reconsideration of tenure, but rather a three-year performance review which serves to identify the tenured faculty member's contributions to the institution and future opportunities as well as identifying any deficiencies in performance and, in those cases, provide a plan for addressing concerns.

1.3 **Subject Faculty.** All tenured faculty shall be reviewed with the exception of tenured administrators whose majority of their duties are administrative.

1.3.1 The three-year review cycle shall begin upon the completion of any prior post-tenure review period.

1.3.2 Any administrator who returns to full-time teaching shall be subject to post-tenure review in the third year following their return to full-time faculty status.

**2. Portfolio Submission.**

2.1 **Notice.** On or before the 1<sup>st</sup> day of November of each academic year, the Provost shall notify each faculty member who is in their third year following the granting of tenure or their third year since the completion of their last post-tenure review process that they shall be considered for post-tenure review.

2.2 **Portfolio submission.** On or before the 15<sup>th</sup> day of March, the faculty member under consideration under section 2.1 shall submit their post-tenure portfolio to the Dean of their respective College for review.

2.3 **Documentation.** Each post-tenure portfolio shall include the following:

2.3.1 One copy of their portfolio and a .pdf file.

- 2.3.2 Authorization to release information.
  - 2.3.3 Curriculum vitae.
  - 2.3.4 Proposed exceptions to current criteria.
  - 2.3.5 A demonstration of excellence in teaching supported by student evaluations for the preceding four semesters; faculty annual self-evaluations; syllabi and lesson plans for the preceding four semesters; and classroom evaluations.
  - 2.3.6 A demonstration of distinctive professional and scholarly activities and recognition.
  - 2.3.7 A demonstration of adequate accessibility to students supported by the faculty member's course schedule and posted office hours for the previous four semesters.
  - 2.3.8 A demonstration of adherence to professional standards of conduct.
  - 2.3.9 A demonstration of effective service to the University, college, school and department.
  - 2.3.10 A demonstration of active promotion of his or her field of study.
  - 2.3.11 A demonstration of active recruitment of students for his or her field of study.
  - 2.3.12 A demonstration of significant service to the community and the people of West Virginia.
  - 2.3.13 A demonstration of exemplary experience in higher education and at the University.
  - 2.3.14 A demonstration of possession of an earned doctorate, the highest earned degree in the faculty member's field of study or a special competence earned from professional experience.
  - 2.3.15 A demonstration of continuing professional growth.
- 2.4 **Faculty Comment.** On or before the 1<sup>st</sup> day of January, the Provost shall provide notice to all faculty members of those faculty members who are subject to post-tenure review during such academic year.

2.4.1 The notice shall include (1) the criteria upon which post-tenure review is conducted; and (2) the time, place and manner for the faculty to submit any comments as they relate to specific criteria set forth.

2.4.2 The Dean shall not consider anonymous submissions. However, in order to maintain confidentiality, the Dean shall retain the original comments under this section while including sanitized versions of the comments in the portfolio that does not include the submitter's name or any other identifying reference.

2.4.3 Comments shall be submitted no later than the 1<sup>st</sup> day of March of the academic year.

### **3. Initial Determination.**

3.1 **Dean's Review.** On or before the 31<sup>st</sup> day of March of the academic year, the Dean of the respective College shall submit to the Provost (1) a satisfactory determination that the faculty member's performance for the period under consideration has met or exceeded the criteria; or (2) an unsatisfactory determination that the faculty member's performance for the period under review has failed to meet the criteria.

3.2 **Satisfactory Determination.** If a faculty member receives a satisfactory post-tenure determination, the Dean shall include in their submission to the Provost a recommendation for a salary enhancement that adequately reflects the faculty member's performance.

3.2.1 In instances in which the Dean determines that the faculty member's performance greatly exceeds the normal expectations for the execution of his or her professional responsibilities as they relate to the criteria, the Dean may recommend to the Provost meritorious recognition of the faculty member as evidenced by a letter to be included in the his or her personnel file which may be used to support future applications for honors, awards, grants or project support.

3.2.2 A Dean may issue a satisfactory determination with recommendations in instances in which a faculty member's performance requires only minor improvement in three or less areas for the faculty member to meet the criteria.

3.3 **Unsatisfactory Determination.** If a faculty member receives an unsatisfactory post-tenure determination in which the Dean determines that they have failed to demonstrate meeting the criteria set forth in section 2.3 of this procedure, then the Dean and the faculty member shall create a development plan that will set forth the manner in which the faculty member shall meet the criteria during a development period which may not exceed two years.

4. **Remedial Action.**

4.1 **Development Plan.** A development plan shall include (1) clearly defined goals and outcomes; (2) activities designed to achieve such outcomes; (3) a timeline for such activities including periodic assessments; (4) a monitoring strategy that includes the method for measuring progress; and (5) the source for any support necessary to assist the faculty member.

4.2 **Portfolio Submission.** At the end of the development period, the faculty member shall submit a portfolio that shall include (1) the original development plan; (2) materials supporting measurement of outcomes set forth in the plan; and (3) any additional documents that the faculty member may wish to include.

4.3 **Dean's Review.** Upon submission, the Dean shall review the faculty member's portfolio submitted pursuant to section 4.2 to determine whether or not the faculty member has met the goals set forth in the development plan.

4.4 **Dean's Approval.** If the Dean determines that the goals of the development plan have been met, they shall submit the portfolio to the Provost with a recommendation of approval to the Provost.

4.5 **Dean's Disapproval.** If the Dean determines that the goals of the development plan have not been met, they shall forward to the Provost a recommendation that (1) an extension not to exceed one year be granted in order to provide the faculty member the opportunity to meet the goals set forth in the development plan; (2) the faculty member be reassigned to another position within the University; (3) the faculty member be offered a term contract; or (4) personnel action be taken pursuant to section 3 of Policy No. FC-403C.

5. **Provost's Action.**

5.1 **Provost's Review.** Upon submission, the Provost shall review the faculty member's portfolio and Dean's recommendation submitted pursuant to section 3.1 to determine whether or not the faculty member has met the goals set forth in the development plan.

5.2 **Provost's Approval.** If upon review of the portfolio and recommendation of the Dean the Provost determines that the goals of the development plan have been met, they shall declare the plan satisfied and the process complete and notify the President of their approval.

5.3 **Provost's Disapproval.** If the Provost determines that the goals of the development have not been met, they may (1) grant an extension not to exceed one year in order to provide the faculty member the opportunity to meet the goals set forth in the development plan; (2) recommend to the President that the faculty member be reassigned to another position within the University; (3) recommend to

the President that the faculty member be offered a term contract; or (4) recommend to the President personnel action be taken pursuant to section 3 of Policy No. FC-403C.

## 6. **President's Action.**

6.1 **Satisfactory Determination.** Upon receipt of notification of a satisfactory determination from the Provost, the President may within five days (1) accept the decision of the Provost; or (2) request all of the documents that pertain to faculty member's post-tenure review in order to conduct a further review.

6.1.1 If the President fails to take any action within five days of receipt of notification from the Provost, the action of the Provost shall be deemed accepted.

6.1.2 If the President conducts a further review, they must act within thirty days of receipt of the documents or the action of the Provost shall be deemed to be accepted.

6.2 **Provost's Disapproval.** Upon receipt of a determination by the Provost pursuant to section 5.3, the President shall:

6.2.1 Affirm the recommendation of the Provost and proceed to (1) reassign the faculty member to another position within the University; (2) offer the faculty member a term contract; or (3) undertake personnel action pursuant to section 3 of Policy No. FC-403C;

6.2.2 Dismiss the recommendation of the Provost and determine that the goals of the development plan have been met; or

6.2.3 Return the matter to the Provost for further review.

## 6.3 **Appeal**

6.3.1 **Right to Reconsideration.** Any faculty member who receives an unsatisfactory determination that is affirmed by President pursuant to section 6.2.1 has the right to file an appeal for reconsideration with the Office of President.

6.3.2 **Notice of Appeal.** In order to exercise the right granted under section 6.3.1, the faculty member must file a Notice of Appeal within seven days of receipt of the determination received under section 6.2.1.

6.3.3 **Letter of Appeal.** A faculty member filing a Notice of Appeal under section 6.3.2 shall file a Letter of Appeal within seven days of filing the Notice of Appeal that sets forth reasons and includes additional supporting

documentation in support of his or her position that the decision rendered pursuant to section 6.2.1 should be reversed.

**6.3.4 Reconsideration.** Based upon all the information submitted, the President shall reconsider the matter on appeal and render a decision within fourteen days of the filing of the Letter of Appeal. In order to obtain additional information, the President may convene a hearing on the matter and require the faculty member and any other college personnel to attend and provide information

**6.3.5 President's Decision.** The President's decision provided under section 6.3.4 shall be final.

**7. Failure to Comply.**

**7.1 Neglect of Duty.** Any faculty member that fails to submit to post-tenure review shall be dismissed pursuant to section 3.1.4 of Policy No. FC-403C as a substantial and manifest neglect of duty.