

INSTRUCTIONS

Purpose

Post tenure review is specified in the Collective Bargaining Agreement (CBA) Article 15.35: For the purpose of maintaining and improving a tenured faculty unit employee's effectiveness, tenured faculty unit employees shall be subject to periodic performance evaluations at intervals of no greater than five (5) years. SJSU's Post Tenure Review policy, [S97-5](#), asserts that the purpose of the Post Tenure Review is to evaluate the professional effectiveness of the faculty member in terms of the scope and currency of their professional work, with reference to their current and future professional career plans. The review, to the extent possible, should focus on a positive, formative, and proactive approach to enhancing faculty careers.

Faculty Review Guidelines

Faculty are responsible for collecting and submitting all evidence required to support their review. Faculty may provide evidence for evaluation in any of the following areas, although SOTE/SOLATE ratings are required for those with teaching responsibilities:

1. Evaluations of Teaching

- a. The standard "Student Opinion of Teaching Effectiveness" (SOTE/SOLATE) ratings completed during the five year review cycle (or since last performance review or periodic evaluation) shall be considered--**required**.
- b. Direct Observations of teaching, if any were conducted during the review period
- c. Other evidence of teaching effectiveness (e.g., Syllabi, Lectures, Projects, Awards)

2. Professional Currency

Currency pertinent to the professional assignment of the faculty member shall be discussed. Faculty may provide evidence of professional development, engagement, and practice.

3. Reflective Model

When a faculty member elects to engage in a reflective model focusing on their professional career, they should have an opportunity to discuss with the committee any professional development plan(s) past or future, and to get feedback and advice to enhance professional effectiveness.

4. Other Materials

Additional Materials, in any area of professional responsibilities, or even a statement from the faculty member about their professional philosophy or style shall be considered if submitted by the faculty member.

What to Submit in eFaculty

Like all other faculty evaluations, post tenure review will be conducted on the eFaculty electronic platform. Faculty undergoing review will submit materials there, and reviewers will use the system to provide feedback. All faculty members have access to the eFaculty system anytime to upload items documenting their professional accomplishments. [Please refer to the Post Tenure Review Calendar for deadlines.](#)

Please visit the [eFaculty Training and Help web page](#) for more information and guidance on using eFaculty to display your record of accomplishments. The UP - FS team is also here to help you.

Required Items

SJSU policy establishes few limits on faculty submissions for post tenure review. To satisfy requirements, faculty will submit a narrative addressing effectiveness in the areas of professional responsibilities as appropriate to their work assignment. For faculty with teaching responsibilities, student evaluations of teaching (SOTE/SOLATEs) must be included as specified in policies. All additional evidence and elements of the evaluation are entered as desired by the faculty member.

1. **Post Tenure Review** addressing professional responsibilities, discussing items 1-4 above
In eFaculty, upload file or directly enter text to this tab: Review: Periodic Evaluation of Tenured Faculty - Post Tenure Review; use current semester for date.
2. **SOTE/SOLATEs** for classes consistent with campus policies
In eFaculty, these are preloaded by UP in the tab: Classes Taught at SJSU or Additional Student Evaluations
3. **Other materials**
In eFaculty, other items may be placed in other dossier tabs or simply uploaded to Review: Periodic Evaluation of Tenured Faculty - Post Tenure Review

Additional Item Options

In PTR, faculty are not limited to the items above. The eFaculty system opens opportunities for faculty to provide a more fulsome body of evidence to contextualize, support, and document their performance in the areas of professional responsibility. PTR faculty may consider providing other useful items such as:

1. **Appointment Letter**, including addenda
eFaculty tab: *Appointment Letter*; use ongoing or current semester for end semester
2. **Last Evaluation or Review**, RTP or PTR prior to this review
eFaculty tab: *Prior Evaluations and Reviews*--date the item with the current semester
3. **Curriculum Vitae**
eFaculty tab: *Curriculum Vitae (CV)*; use ongoing or current semester as end semester
4. **Direct Observations of Teaching**
eFaculty tab: *Direct Observations of Teaching*
5. **Other materials and evidence** to demonstrate effectiveness in the three areas of professional responsibility: 1) Academic assignment and/or teaching, 2) Service, and 3) Research, scholarship, and creative activities
eFaculty tabs: Place in tabs as appropriate; use dates to place items within period of review

For Post Tenure Review, eFaculty will extract and display to reviewers only those items "date stamped" as within the period of review from the PTR "Review" tab and all other tabs below the "Review" set. Tab labels will display if an item "date stamped" for the period of review is found within, but will not display if no items are found there.

Department Level Summary

A committee(s) of tenured faculty of higher rank than the subject(s) of review (or equal if evaluating full professors) is elected by the probationary and tenured faculty of the department. Faculty subject to review may not serve on their own committee. While SJSU makes the department chair an *ex officio* member of the committee, they may elect to not serve and write a separate summary (CBA 15.21). Chairs not of rank, subject to review, or electing to not serve may name a qualified replacement.

College Level Summary

An appropriate administrator will review the evaluations and may comment on the faculty member's review, the department's summary(ies), and any faculty response to these. Afterward, the faculty subject to review may respond to the administrator's summary. The evaluation summaries and faculty responses are placed in the faculty member's PAF.

After Evaluation

The faculty member under review shall meet with the committee chair, appropriate administrator, and the department chair. Per Article 15.36, *The peer review committee chair and the appropriate administrator shall meet with the tenured faculty unit employee to discuss [their] strengths and weaknesses along with suggestions, if any, for [their] improvement. Per University Policy S97-5, the department chair, in every case, shall discuss the summary with the faculty member.*

If problems of instruction arise in the review, direct observations may be required. The committee or evaluators may make appropriate recommendations for the improvement of instruction (e.g. referral to appropriate faculty development resources). In all cases, the focus shall be on improving faculty performance and career success, and/or resolving problems with faculty performance.

Further Assistance from the UP - FS Team

If you have questions or concerns about the processes and procedures, please contact our RTP Analyst, Junie Urbano, junie.urbano@sjsu.edu or 4-3235. If you have questions about policies or regulations governing periodic evaluations, please contact Senior Director of Faculty Services, James Lee, james.lee@sjsu.edu or 4-5866. For help navigating and using eFaculty, please contact our help email, eFaculty@sjsu.edu. Other help is available from help@interfolio.com. There are multiple self-help guides available from UP's [eFaculty Training and Help web page](#).