INSTRUCTIONS
Post Tenure Review

Purpose
Pursuant to 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 policy on post tenure review is S97-5 (https://www.sjsu.edu/senate/docs/S97-5.pdf). It 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.

AY 19 - 20 REVISED Periodic Evaluation “Post Tenure Review” of Tenured Faculty

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<th>Previous Due Date</th>
<th>Revised Due Date</th>
<th>Activity</th>
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| Friday, March 20  | Friday, April 10 | Post-Tenure Review Materials Submitted  
**Begin Department Level Review** |
| March 20 - April 17 | April 21 | 1. Issue Summary of Review using **PTR Form**  
2. Chair separate summary allowed if not on committee and Full Professor |
| Friday, April 17  | April 21 - May 8 | **Committee Chair, Department Chair, PTR Faculty**  
Discuss Review and Summary: |
| April 17 - May 1  | Friday, May 8 | Faculty Optional Response to Summary Due to Department Chair |
| Friday, May 1     | Friday, May 8 | Chair Forwards Review, Optional Response (if any), and Summary Form to College Office  
**Begin College Level Review** |
| Friday, May 8     | Friday, May 15 | Administrator’s Comments Submitted to PTR Faculty, Review Items Returned  
Administrator meets with faculty, TBD |
| Friday, May 15    | Friday, May 22 | PTR Faculty Optional Response to College (if any) to Administrator Due |
| Friday, May 15    | Friday, May 29 | Submit Summary Form/Responses, to UP - FA, PAF, **End Review** |

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 (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 shall be considered—required.
   b. Direct Observations of teaching, if any were conducted
   c. Other evidence of teaching effectiveness

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) to assist with faculty professional development.

4. Other Materials
   Additional Materials, including syllabi, faculty developed course materials, or even a statement from the faculty member about their professional philosophy or style shall be considered if submitted by the faculty member.

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 college then forwards only the evaluation summaries and faculty responses (not the faculty review materials) to UP - FA for placement in the 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.