Personal Financial Planning Department

Post-Tenure Review Policy

May 13, 2002

"The faculty in the Department of Personal Financial Planning (College of Human Environmental Sciences) set the following policy and guidelines in establishing minimum standards for documenting satisfactory performance for tenured faculty:

Each year, at the Annual Review and Evaluation conference between the tenured faculty member and the department Chair, not only are the previous year's activities reviewed, but plans for the future year are made. Thus, each year's performance is based upon plans previously discussed. Following each Annual conference with the tenured faculty member, the Chair will prepare and sign a Summary Letter to be shared with, and signed by, the faculty member. In that letter, the Chair is to specifically state whether or not the faculty member has had "satisfactory performance" for the previous year.

To assist the Chair in making that final evaluation, each tenured faculty member will have opportunity to review the Annual Report of Activities for every other tenured faculty member, and provide any desired comments to the Chair. It is the responsibility of the Chair to notify the tenured faculty of the availability of these Annual Reports of Activities at least two weeks before the Chair's Summary Letter will be written.

Should a tenured faculty member be judged to not have satisfactory performance, such faculty member may request a hearing with the other tenured faculty and/or the Chair to review the evaluation. Judgment of the Chair shall be final at the departmental level. The next appeal step would be to the Dean of the College.

The Summary Letter signed by both the Chair and the tenured faculty member shall become part of the dossier assembled for the 5-year Post-Tenure review."