

## **POST-TENURE REVIEW POLICY**

### **Hugh Hodgson School of Music**

(faculty approved 4/27/97, revised 4/30/02; revised to conform to university policy 1/26/10)

#### **Selection of Candidates for Post-Tenure Review**

(See Section III. A. of University Policy)

All faculty members who have been tenured for at least five years and who have been in their present rank for at least five years are eligible for review. All eligible tenured faculty members in the School of Music shall be reviewed every five years except as provided in Section III-A of the University Policy for Review of Tenured Faculty. Requests for exceptions beyond those allowed in the University Policy shall be considered through petition to the School of Music Coordinating Committee on Post-Tenure Review.

Faculty will be reviewed in order starting with those who have served longest since their last promotion or tenure decision, whichever was most recent. The first twenty percent of tenured faculty shall be reviewed during the initial year of post-tenure review. Each year thereafter approximately twenty-percent of this group shall be reviewed.

#### **Selection of Post-Tenure Review Coordinating Committee**

A coordinating committee consisting of three tenured faculty members shall be a rotating committee, not elected. Each committee member shall be rotated in for a three-year period, except for the initial year of this policy. The initial three members of the committee shall serve for one, two, and three years. Thereafter, one new member shall be rotated in for a three-year term. An alphabetized list of tenured music faculty shall be used to determine membership on the committee; if a faculty member is due to be on this committee simultaneously with being reviewed, his or her name shall be passed over to the next name on the alphabetical list.

It shall be the responsibility of this committee to coordinate all matters pertaining to post-tenure review, to see that reviews take place in accordance with School of Music and University Post Tenure policies, and to ensure that no tenured faculty member becomes overburdened with membership on review committees.

The coordinating committee shall meet each year with the tenured faculty to be reviewed. The purpose of this meeting shall be to review post-tenure policies and procedures, and to coordinate the selection of the individual review committees.

#### **Selection of Post-Tenure Review Committees**

(See Section III. B. of University Policy)

Each review committee shall consist of three tenured faculty members, chosen by lottery from the pool of all tenured faculty members in the Hodgson School of Music. The faculty member under review may formally object to the service of a faculty member in a review capacity. Up to five such objections will be honored, in a manner that will keep those objections confidential.

#### **Minimum Evidence to be used in the Review**

(See Section III. C. 1. of University Policy)

Review procedures shall include:

1. A review of qualitative and quantitative evidence of the faculty member's performance over at least the previous five-year period. The evidence should include (supplied by the candidate):
  - a. annual reviews by the promotion/tenure unit head,
  - b. a current curriculum vitae,
  - c. materials providing documentation of the faculty member's accomplishments and contributions that the peer-review committee or the faculty member judge to be relevant to the review.
  - d. a concise summary of accomplishments and future plans not to exceed two pages in length, provided by the candidate.
  - e. any additional evidence the candidate wishes that support his or her accomplishments in teaching, research/creative activity, and service.
2. Discussion with the faculty member about his or her contributions to the profession, the promotion/tenure unit and the University, if either the Post-Tenure Review Committee or the faculty member so desire.
3. Appropriate consideration of a faculty member's contributions to interdisciplinary programs, governance, administration, and other programs outside the promotion/tenure unit.

### **Reports by the Review Committee**

The Review Committee shall submit the following reports to the Hugh Hodgson School of Music Director:

1. Individual "Committee Member Summary." This Summary should be returned to the Committee Chairperson. The Committee Chairperson will submit each individual report to the Director. Please provide both an electronic and a signed hard copy.
2. "Committee Chair Summary." The Committee Chairperson should submit this summary signed by each committee member. Please provide both an electronic and a signed hard copy.

## **POST-TENURE REVIEW COORDINATING COMMITTEE INSTRUCTIONS**

1. It shall be the responsibility of this committee to coordinate all matters pertaining to post-tenure review, to see that reviews take place in accordance with School of Music and University Post-Tenure policies, and to ensure that no tenured faculty member becomes overburdened with membership on review committees.
2. The coordinating committee shall meet each year with the tenured faculty to be reviewed. The purpose of this meeting shall be to review post-tenure policies and procedures, and to coordinate the selection of the individual review committees.

## **POST-TENURE REVIEW COMMITTEE CHAIR INSTRUCTIONS**

1. Review procedures shall include:
  - a. A review of qualitative and quantitative evidence of the faculty member's performance over at least the previous five-year period. The evidence should include annual reviews by the promotion/tenure unit head, a current curriculum vitae, materials providing documentation of the faculty member's accomplishments and contributions that the peer-review committee or the faculty member judge to be relevant to the review. The faculty member should provide the Post-Tenure Review Committee with a concise summary of accomplishments and future plans not to exceed two pages in length.
  - b. Discussion with the faculty member about his or her contributions to the profession, the promotion/tenure unit and the University, if either the Post-Tenure Review Committee or the faculty member so desire.
  - c. Appropriate consideration of a faculty member's contributions to interdisciplinary programs, governance, administration, and other programs outside the promotion/tenure unit.
2. Completion of the Committee Chair Summary form. The committee chair should submit this summary signed by each committee member. Please provide an electronic copy and a signed hard copy.

In addition to the summary report, the committee chair should submit each committee member's individual report. Please provide an electronic and a signed hard copy.

## **POST-TENURE REVIEW COMMITTEE MEMBER INSTRUCTIONS**

1. Review procedures shall include:
  - a. A review of qualitative and quantitative evidence of the faculty member's performance over at least the previous five-year period. The evidence should include annual reviews by the promotion/tenure unit head, a current curriculum vitae, materials providing documentation of the faculty member's accomplishments and contributions that the peer-review committee or the faculty member judge to be relevant to the review. The faculty member should provide the Post-Tenure Review Committee with a concise summary of accomplishments and future plans not to exceed two pages in length.
  - b. Discussion with the faculty member about his or her contributions to the profession, the promotion/tenure unit and the University, if either the Post-Tenure Review Committee or the faculty member so desire.
  - c. Appropriate consideration of a faculty member's contributions to interdisciplinary programs, governance, administration, and other programs outside the promotion/tenure unit.
2. Completion of the Individual Review Committee Member Summary. This Summary will be returned to the Committee Chairperson.

## **POST-TENURE REVIEW CANDIDATE INSTRUCTIONS**

1. Meet with the Post-Tenure Coordinating Committee to select your three-member committee. Each review committee shall consist of three tenured faculty members, chosen by lottery from the pool of all tenured faculty members in the Hodgson School of Music. The faculty member under review may formally object to the service of a faculty member in a review capacity. Up to five such objections will be honored, in a manner that will keep those objections confidential.
2. Materials to be reviewed are:
  - a. the past 5 annual reviews by the promotion/tenure unit head,
  - b. a current curriculum vitae,
  - c. a concise summary of accomplishments and future plans not to exceed two pages in length,
  - d. additional materials providing documentation of the faculty member's accomplishments and contributions that the peer-review committee or the faculty member judge to be relevant to the review.
3. Optional: You may provide any additional evidence you wish that supports your accomplishments in teaching, research/creative activity, and service.

**POST-TENURE REVIEW  
COMMITTEE MEMBER SUMMARY**

Candidate Name: \_\_\_\_\_

Reviewers Name: \_\_\_\_\_

**SUMMARY EVALUATION**

Teaching:

Research and Creative Activity:

Service to the University and Profession:

**RECOMMENDATION:**

Teaching:      Satisfactory\_\_\_\_\_ Unsatisfactory\_\_\_\_\_

Research/Creative Activity:      Satisfactory\_\_\_\_\_ Unsatisfactory\_\_\_\_\_

Service:      Satisfactory\_\_\_\_\_ Unsatisfactory\_\_\_\_\_

Signed \_\_\_\_\_ Date\_\_\_\_\_

Committee Member

*Each committee member should submit this report to the committee chair.*

## POST –TENURE REVIEW REPORT COMMITTEE CHAIR SUMMARY

The committee chair should submit this summary signed by each committee member. Please provide an electronic copy and a signed hard copy. In addition to this report, each committee member should submit an electronic and signed hard copy of his or her report which addresses each category: teaching, research/creative activity, and service.

Candidate Name: \_\_\_\_\_

### **SUMMARY EVALUATION**

Teaching:

Research and Creative Activity:

Service to the University and Profession:

### **COMMITTEE RECOMMENDATION:**

Teaching:	Satisfactory_____	Unsatisfactory_____
Research/Creative Activity:	Satisfactory_____	Unsatisfactory_____
Service:	Satisfactory_____	Unsatisfactory_____

Signed: \_\_\_\_\_  
Chair Date

Print name: \_\_\_\_\_  
Chair

Signed: \_\_\_\_\_  
Committee Member Date

Print name: \_\_\_\_\_  
Committee Member

Signed: \_\_\_\_\_  
Committee Member Date

Print name: \_\_\_\_\_  
Committee Member