

## UWL CLARIFICATIONS REGARDING POST-TENURE REVIEW (PTR) PROCEDURES (5/1/2019)

<https://www.uwlax.edu/human-resources/post-tenure-review-policy/>

### DOCUMENTATION.

- For the original PTR review, UWL PTR guidelines should be followed, along with any additional requirements indicated by departmental by-laws.
- If a remediation plan is enacted, the faculty member should continue to update the electronic portfolio (*Digital Measures*) with regular faculty activities (teaching, scholarship, service, and professional development). At each progress meeting, the up-to-date DM report should be made available by the faculty member to the committee.
- Additional “documentation” that is not reflected in traditional activity reporting can be provided to the review committee (by the faculty member), but should be concise, pertinent and specific to the concerns raised in the initial PTR review (which resulted in the remediation plan).
- Materials regarding post-tenure review remediation and outcomes (e.g., remediation plans, additional documentation, etc.) should *not* be uploaded into Digital Measures. This material will instead be housed on the Provost’s Post Tenure Review site. The Provost’s PTR site is accessible only to Deans, the Provost and HR. The faculty member, PTR chair, and department chair will be in receipt of any materials housed on the site as they reflect materials provided by the faculty member or official correspondence regarding the PTS process and outcome.

PERSONNEL FILE (The “personnel file” refers to the official file associated with each UWL employee housed in Human Resources. Material can be reviewed by the faculty member, supervisors, and other UWL employees with a legitimate business reason as determined by HR).

- A letter from the Provost is provided for all faculty members who were reviewed and confirms if the faculty member was found to meet expectation or to not meet expectations. A copy of the Provost’s letter will be part of the official personnel file for all faculty.
- If there is a remediation plan, the plan and any formal memos regarding follow-up provided to the faculty member will be part of the official file. All other materials will be housed on the post-tenure review site.

### PROCESS AND TIMING.

- Unless specifically indicated in departmental by-laws, PTR review meetings do not involve any additional oral or written materials from the faculty member beyond those required.
- A faculty member, department chair, or Dean may make a request to the Provost for minor modifications in due dates for materials or for scheduled meetings. The goal of all review meetings is a fair process for the faculty member and that will be the driving factor in any modifications requested or granted.

### THE REVIEW COMMITTEE.

- All tenured faculty at the time of the original review compose the post-tenure review committee.
- If a remediation plan has been put into place, follow-up meetings should include the faculty member, the original chair of the department PTR committee, and the Dean of the School/College. The faculty member may choose one other tenured faculty member from the university to attend the meeting if desired.

- If the original chair of the PTR committee is no longer with the university, an alternate tenured faculty member who was part of the original review committee should attend.
- If the Dean determines that the remediation plan was not met, the original departmental PTR committee will be convened to make their own recommendations to the Dean. The Provost will review the recommendations by the Dean and the committee and make a determination.
  - If other members of the original committee have resigned or retired, no new members will be added during the 18-months associated with the original remediation plan unless the committee drops below the requisite number of 3 tenured faculty members.
    - If the requisite number can be obtained with departmental faculty who have been tenured since the original decision, the remediation committee shall be comprised of the original faculty members plus all faculty newly tenured since the original decision.
    - If the requisite number cannot be obtained with departmental faculty, the PTR policy will be followed wherein the Department Chair, in consultation with the Dean and the faculty member, shall meet to select outside members. If there is not a mutual agreement, the Dean shall have the final say in the selection of the outside members.
- When the faculty member is reviewed again for post-tenure review (following a remediation plan or a meets expectations decision), the committee will be composed of the tenured faculty members of the department as reflective of the department composition at that time, which may or may not have changed since the original review and/or remediation.

#### DISCLOSURE OF PTR OUTCOMES.

- The outcome of PTR (met or did not meet expectations) is a confidential matter. Performance evaluation materials, including PTR materials and any remediation plan, in the faculty member's personnel file are disclosed only as guided by WI state open records law.
- If a faculty member is undergoing or has completed a remediation plan, the remediation plan and related PTR documentation in the faculty member's personnel file should be shared with the department chair and/or other tenured colleagues who are completing personnel review associated with the faculty member (e.g., merit, promotion, and PTR review) *if* directly applicable to the criteria under review. A request from the department chair to the HR department would be needed for the documentation housed in the personnel file to be shared and only personnel file documentation would be available if requested.