

## **Amendments to PT Review Procedures & Implementation** (published 2/16 and amended on 3/2/15)

For discussion by the PSU Faculty Senate 3/9/15

**Prepared for use at the 3/9/15 Senate meeting, below is a list of 1) amendments voted on or deferred at the 3/2/15 meeting plus 2) additional amendments delivered after 3/2/15 for discussion on 3/9/15.**

### **PROCEDURES MOTION, From Senator Raffo:**

#### **Article II**

- Page 3, Article II, **Add language for Opt Out and Deferral from the Implementation Motion into the PTR Procedures.** Append at end:  
Tenured faculty who provide a letter stating they will retire within 2 years shall be allowed to opt out of Post-Tenure Review.

With agreement from the Dean, faculty are allowed to defer Post-Tenure Review for sabbatical, personal circumstances, such as illness, injury, pregnancy, adoption, or eldercare, and when returning from special assignments on- or off-campus, such as field research or professional or administrative positions. PASSED

#### **Article IV**

- Page 5, Article IV B liii **Specify that materials are those required for Post Tenure review**  
Any additional materials required by departmental/unit **P&T** guidelines for post tenure review. Documentation of teaching accomplishments in keeping with department/unit practice is expected. PASSED
- Page 5, Article IV, C, 2iid **Inclusive definition of Service. Not all service takes the form of leadership and administrative positions.**  
  
Service to the department/academic unit, school, university and profession/academic community, ~~with emphasis on (with attention to leadership roles and significant contributions to administration, governance, or to professional/academic communities~~ (Service). PASSED
- Page 7, Article IV, E.2. **Give the faculty member enough time to digest and respond to both reports**  
The reconsideration may be requested on the basis of procedural or substantive issues. The faculty member should prepare whatever additional material is pertinent. The supporting materials must be submitted to the post tenure review committee and/or the department chair as appropriate within 20 ~~40~~-working days of the request for reconsideration. TO VOTE

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## Article V

- Page 8, Article V, A.5 **Clarify the timeline**

If the Dean finds that the faculty member's contributions do not meet standards, the department chair, chair of the committee, and/or the faculty member may request in writing a conference for reconsideration by the Dean within 10 working days of the receipt of the Dean's letter. The conference must be held before the Dean's recommendations are forwarded to the Provost. After notifying the Dean that the faculty member requests reconsideration, the faculty member has 10 working days to provide additional materials to the Dean in support of the reconsideration. TO VOTE

- Page 8, Article V, A.6&7 **Dean should notify the department chair and faculty member in writing about their decision on reconsideration and dispute resolution**
    6. If upon reconsideration, the Dean reverses his or her original decision and finds the faculty member's contributions meet standards, the Dean shall so report in writing and provide a copy of his or her letter to the department chair and faculty member. ~~and~~ The Dean shall send ~~with~~ the original letter and all materials to the Provost.
    7. If the Dean finds that the faculty member has met standards when the post tenure review committee's and the department chair's finding disagree, the Dean shall provide a copy of his or her letter to the department chair and faculty member. The Dean's letter to the Provost shall give his or her reasons. TO VOTE
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## Article VI

- Page 11, Article VI, D.5&6, **Need to clarify these steps**
  5. If the department chair does not agree, the chair must write a letter to the Dean describing which objectives have not been reached and provide evidence of that finding along with a description of what further work is needed and provide revised timetable for completion of the PDP. A copy of the letter must be provided to the faculty member. Additional funding may be required.
  6. When the chair decides the objectives have not been reached, the faculty member may request in writing a conference for reconsideration by the ~~Dean~~ department chair within 10 working days of the receipt of the chair's letter to the Dean. The faculty member may provide additional materials in writing within 10 working days of his or her request for reconsideration.
  7. If the department chair reverses his or her decision, they shall write a revised letter to the Dean. The Dean will wait to make a decision until receiving the reconsideration letter from the department chair. TO VOTE

This adds one bulleted item

Current Article VI, D.7 becomes D.8

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**Article IV**

- Pages 5&6, Article IV, C, 2iii **Include Faculty Engagement and criteria in the Standard.**

- iii. In its evaluation, the committee should be mindful of changing priorities and weights on teaching, research, outreach, and service that occur at different stages of an academic career. The committee will find the faculty member to have met University Standards for post tenure review if the faculty member demonstrates ongoing activity in each of the four areas (above) consistent with departmental post tenure review guidelines. The effort expended should total the effort expected of a full time (1.0 full time equivalent) faculty member or prorated commensurate to the faculty member's FTE assignment during the review period. ~~the faculty member's contributions either meets the standards with regard to the criteria set forth by the Department Guidelines for post tenure review or that they do not meet the standards for post tenure review set forth in the Department P&T Guidelines.~~
- iv. Other factors to be considered when determining whether the faculty member has met the standard include:
  - a. The faculty member's teaching load relative to the customary teaching load and/or added preparation time required for new forms of instruction such as on-line teaching.
  - b. Time and support required to transition successfully to new areas of teaching, research, outreach, or service.
  - c. Increased departmental service as a consequence of the ratio of tenured to non-tenured faculty.
  - d. Departmental circumstances such as deaths, illnesses, or other circumstances that have had an impact on the faculty member's work situation.
  - e. Personal circumstances such as maternity, paternity, adoption, injuries, illnesses, or other circumstances that have had an impact on the faculty member's work.

- Page 5, Article IV C 1ii, **Allow Emeritus Professors to Serve on Committees**

Committee members shall be selected among tenured faculty whose department, discipline, unit or work aligns with the faculty member's career trajectory. An emeritus tenured faculty may be included. Other exceptions can be made in accordance with department/unit guidelines if warranted.

- Page 5, Article IV C 1i, **Committee Composition**

The committee shall be comprised of three people. Departments/units shall specify in their guidelines a clearly-articulated process for constituting committees that is collegial, equitable, and formative, and ensures that the faculty member being reviewed have has input into the selection process. Each faculty member under review shall have their own post tenure review committee. The department chair shall select one member of the committee, the faculty member shall select one member of the committee and the two committee members shall choose a third member.

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## Article VI

- Page 10, Article VI A.1., **Allow the faculty member to draft the PDP**

A faculty member whose contributions have been determined to not meet standards shall develop a Professional Development Plan (PDP) with input from ~~in conjunction with~~ the department/unit chair or chair designee ~~a Professional Development Plan (PDP)~~. As per Article 16, Section 3 of the PSU-AAUP CBA, an unsatisfactory review shall not be the basis for just cause sanctions pursuant to Article 27, or unilateral changes in the faculty member's letter of offer or supplemental letter of offer.

- Page 10, Article VI A.2. **Allow a three year time line for the PDP**

The PDP can be up to ~~two~~ three years in duration. In exceptional circumstances, a third more time year may be approved.

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## Article I

### Page 2, Article I Edits to Preamble

#### **Preamble**

By awarding tenure, Portland State University recognizes its obligation to invest in and support the lifelong careers of its faculty. The purpose of tenure is to support and maintain a vibrant and committed faculty who contribute, in their individual ways, to the mission of the university and the excellence of the institution.

Post-tenure review is founded on the principle that a strong and healthy university is one that supports, recognizes, and rewards faculty members throughout their careers for their contributions to the institution's mission.

The faculty narrative is defined as a document that

- clarifies general responsibilities and emphases placed by the individual upon research, teaching, community outreach, and service
- describes an individual's accomplished and proposed contributions to the above areas;
- articulates the manner in which the individual's activities relate to the departmental needs, mission, and programmatic goals and changes in the department over time.

As tenured faculty progress through their careers, their narratives will change to reflect varying proportions of time dedicated to research, teaching, advising, outreach, departmental, university, and professional service, administration, and academic leadership.

The post-tenure review process is fundamentally different from other reviews such as those for the award of tenure, for promotion in rank, and for the award of merit pay. ~~Post tenure review is not a punitive attack on a faculty member's tenure status; it is not a competitive process that ranks faculty members within a department, and it is not a merit system to reward a few star employees. Post-tenure review is a mechanism to support, recognize, and reward faculty for their ongoing contributions to the University's mission. Whereas reviews for tenure and promotion measure a candidate against the norms for his/her field via external review and merit pay implies a ranking of faculty within an institution.~~

The goals of post-tenure review are...

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## **IMPLEMENTATION MOTION**

Page 2, Item 5, **Funding for PDPs should be 4% per year. [RAFFO]**

"In keeping with Article 30 section 6 of the 2013-15 University and AAUP CBA that provides for a salary pool equal to 4% of base salaries of all AAUP represented tenured faculty who are reviewed, those whose review finds that s/he does not meet standards shall be eligible for professional developments funds *not to exceed 4% of their salary per year* to provide appropriate support needed for the completion of the Professional Development Plan."  
TO VOTE (Raffo)

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### **From Senator Maier:**

#### **Page 1, Item 4**

Replace

Senate recommends that pool for for Post-Tenure Review Salary increases (currently equal to 4% of salaries of reviewed faculty per Article 30, Section 6 of AAUP-PSU CBA 2013-2015) be divided in to equal increments, per the number of faculty under review in a year. A faculty member whose post-tenure review finds that s/he meets standards shall receive a post-tenure salary increase equal to this increment.

#### **Page 2, Item 5**

Modify the second and third paragraph of Item 5 to read:

Any faculty whose review finds that s/he does not meet standards shall be eligible for professional developments funds not to exceed the increment amount given in Item 4 to provide appropriate support needed for the completion of the Professional Development Plan.

Recognizing that some PDPs will not require funds the full increment in Item 4, the Senate recommends that any unexpended funds be transferred to the Faculty Development Fund.

**From Senator Elzanowski:**

**1. To add a new Article** (after Article IV in the working draft)

**V. Procedures for Post Tenure Review of Department Chairs/Unit heads, and Program Directors**

The procedure of evaluating department chairs/unit heads, and program directors will be the same as those for tenured faculty except that the role of the department chair shall be filled by the immediate supervisor of the individual under review provided the immediate supervisor is not the Dean. If the immediate supervisor of the individual under review is the Dean, the Dean must designate a person to fulfill the role of the immediate supervisor (e.g. an Associate Dean).

**2. To change Section Heading:**

**IV. Procedures for Post Tenure Review**

to

**IV. Procedures for Post Tenure Review of Tenured Faculty Members**