

School of Medicine Comprehensive Review of Tenured Faculty

Basic Principles:

- Comprehensive review must occur at least every 5 years
- Only the time-period since the last comprehensive review must be considered
- Academic promotion substitutes for a comprehensive review and resets the clock
- Dean's Review of Vice Dean, Sr. Associate Deans, Associate Deans, Assistant Deans, Directors and Chairs substitutes for a comprehensive review and resets the clock
- If two consecutive annual departmental reviews are *below expectations* at the unit level, a school-level comprehensive review is expected to be triggered by the Chair/Director
- For those rated as *Does Not Meet Expectations* or *Meets Expectations with Qualification*, a development plan is put in place, and a comprehensive review is scheduled for two years or three years later, respectively

UMSOM Dean Appointed Peer Review Committee Composition:

- A faculty member may not undergo a Post-Tenure Review while serving as a member of the Post-Tenure Review Committee
- The Dean, Associate Deans, Assistant Deans, Department Chairs and Program or Institute Directors may not serve on the review committee
- The review committee shall consist of
 - At least 3 members – all must be tenured
 - All members must be from departments other than the tenured faculty member being reviewed

Chronological Process:

1. Chair/Director sets expectations for tenured faculty members and reviews tenured faculty annually
2. Dean's Office determines the list of tenured faculty members due for comprehensive review based on 5-year increments since tenure awarded, since last promotion review or since last comprehensive tenure review.
3. Dean's Office notifies department faculty member with letter from Dean with copy to Chair/Director
4. Faculty member submits updated CV and optional written report to chair
5. Department Chair
 - reviews all faculty documents, completes Chair/Director Review Form, and attaches annual reviews for last five years or since last comprehensive review
 - prepares brief development plan if faculty member is rated as *Does Not Meet Expectations* or *Meets Expectations with Qualification*
 - prepares brief progress report if conducting a reassessment based on a prior rating of *Does Not Meet Expectations* or *Meets Expectations with Qualification*
 - submits all documents to Dean's Office for peer-review committee review
6. Peer-Review Committee reviews all documents and completes form
7. Faculty member reviews report and provides an optional written response to Dean's Office
8. The Dean reviews the full packet
9. If faculty member disagreed with peer-review committee rating, Dean decides whether faculty member *Meets Expectations*, *Meets Expectations with Qualification*, or *Does Not Meet Expectations*. Dean's decision is final and faculty member is informed and given a final opportunity to provide comment.
10. The evaluation report, any written response(s) from the faculty member, the development plan (if required), progress report (if required), and a record of any action taken shall be placed in the faculty member's personnel file in the Dean's Office.
11. The Dean's Office sends all PTR documentation for all reviewed tenured faculty members to the campus by July 31 of each year.