

CALS PTR Guidance for faculty in leadership appointments

This guidance outlines how CALS and its departments will address PTRs when faculty hold these leadership/administrative appointments.

All tenured faculty, except as allowed by policy (FPP 7.17.C.1), are to complete a post-tenure review (PTR, FPP 7.17) at least every five years. Per clarification from the Vice Provost for Faculty and Staff Affairs (May 2023), this includes associate deans, associate vice chancellors, associate vice provosts and similarly situated faculty at any percentage appointment. This does not apply to executive leadership roles such as dean, provost, and chancellor.

Upon notification of pending PTR, the department will follow its normal policy and process but also request a letter from the faculty member's supervisor in their leadership role. The letter shall, without embellishment, inform the review committee and/or EC of the following...

- Role and brief description of responsibilities (e.g., from PVL)
- Appointment percentage
- Dates of performance reviews during the review period in PMDP conducted by the supervisor (i.e., dean, provost, etc.)
- A general statement expressing the supervisor's confidence in the faculty member's performance in the leadership role and the value of their continued service. No specific performance details—positive or negative—should be included.
- If the individual holds more than one leadership role, letters will be solicited from all supervisors.

For faculty with <100% leadership appointment, they will complete their post-tenure review on the remaining faculty portion of their appointment consistent with department and college policy. Note that CALS PTR policy requires that the PTR account for leadership/administrative service in assessing faculty performance. The supervisor's letter and the department PTR taken together will constitute the individual's full PTR packet.

For faculty with 100% leadership appointment, the letter fully replaces the review committee's report, though the faculty member is entitled to include a statement of future plans if they so choose. The final PTR packet will include a cover memo from the department chair, which is described in the CALS PTR submission requirements. The faculty member will have 30 days to submit comments (following regular PTR process).

In all cases, the department will act on the PTRs per their existing policy toward acceptance by the executive committee. In all cases, the department will limit their assessment of performance (e.g., meets expectations) to the faculty portion of the appointment.