

Timeline for UW-Stout post-tenure review procedures

The new post-tenure review process begins in the fall of 2017. This information is intended to inform departments and other affected units on campus on what steps need to be taken to implement this procedure.

Timeline:

By May 17th, 2017- The department will have developed criteria and procedures for post-tenure review, as outlined in UW-Stout's post-tenure review process. Copies of the departmental criteria and procedures for reviews of tenured faculty shall be filed with the appropriate dean, the provost, and the secretary of the faculty.

By August 30th, 2017- Election of departmental post-tenure review committees.*

By September 1st, 2017- The department chair will provide notice to the faculty being reviewed this year, along with the criteria to be used for review, and date the materials must be submitted. (Human resources will provide Chairs with a list for faculty who are scheduled for review prior to this date. Faculty may elect to be reviewed earlier in the cycle, by notifying the department chair by this date.)

By December 1st, 2017- The faculty member being reviewed submits appropriate material to the departmental post-tenure review committee. This information would include a current CV, activity reports, and teaching evaluations or summaries of evaluations. Typically, this information would not exceed five pages, exclusive of the CV and any letters of support that the faculty member elects to include.

By January 31st, 2018- The reviewers shall provide the faculty member with a written summary of the review by the last business day in January. Any deficiencies need to be detailed in writing. The faculty member shall have the right to prepare a written response to the summary within 30 days after receipt. If a department fails to conduct requisite reviews by the specified deadline, the dean shall appoint reviewers to conduct reviews based on the department's specified criteria. Departments shall maintain a record of reviews completed, including the names of all reviewers.**

By March 2nd, 2018- Deadline for a written response from the faculty member to the departmental review.

By April 3rd, 2018- Completion of Chancellor's reviews and responses to faculty who had a "meets expectations" rating; Completion of Deans' reviews and responses to faculty who had a "does not meet expectations" rating.

By May 4th, 2018- Completion of Chancellor's review of Deans' reviews of faculty evaluations where the faculty member received a rating of "did not meet expectations".

By May 18th, 2018 (the final weekday contract date of spring semester, 2018) for those faculty with a rating of "does not meet expectations", the faculty member and department chair, in consultation with the Dean, will develop a remediation plan as outlined in the UW-Stout post-tenure review procedure.

*In cases where there is an objection to a member of the post-tenure review committee, notice of that objection will be made to the department chair within 5 business days, and procedures outlined in the UW-Stout post-tenure review policy will be used.

**Department chairs are required to report annually to the dean and chancellor that all periodic, post-tenure reviews for tenured faculty in that annual cycle have been completed. The chancellor has responsibility for ensuring the reviews are completed on schedule.