Date: May 1, 2009

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Mr. "N"
Dear Colleagues:

Below is the language that we sent to departments about post tenure review. We asked each department to either approve this language or suggest other language. So far most are adopting this language. I ran this by Maurice earlier and he saw no problems. Please let me know if you see any possible problems.

GH

Post Tenure Review Criteria

The standard for evaluation shall be whether the faculty member under review discharges conscientiously and with professional competence the duties associated with his or her position.

In the College of Liberal Arts, those duties are determined by the Department Chair, consistent with the mission of the academic department. In the absence of an active program of scholarly or creative productivity, those duties may include additional teaching responsibilities, additional administrative responsibilities, or other duties which contribute to the success of the department. Any duties which depart from the normal role for senior faculty in that department should be made in writing by the department chair.

The Post Tenure Review will be conducted by a committee of at least three senior faculty members in the department. In small departments, the chair may recruit a senior faculty member from a related department to serve on the committee. The chair will also designate a chair of the committee, whose duty will be to organize the review and to submit a report and recommended plan back to the chair. The review and report will comport with the Post Tenure Review Policy of the University.
tenure and promotion guidelines for the department/unit. As dean, you may wish to provide some guidance to the departments as they prepare their criteria. In general, I would think that the post-tenure guidelines should reflect or refer to the existing departmental standards in teaching, research, and service for tenure, while also acknowledging the possibility that faculty roles (e.g., the percentage effort in these three areas) may change over time.

Also, I ask that you collect departmental tenure and promotion guidelines (including the above criteria) in electronic format and forward the documents in PDF format to this office.

cc: Dr. Maurice Eftink, Associate Provost  
Mr. Lee Tyner, University Attorney  
Dr. Ken Sufka, Chair of the Faculty Senate
TO: Deans
FROM: Morris H. Stocks
DATE: March 25, 2009
SUBJECT: Post-Tenure Review Criteria

A couple of weeks ago Dr. Eftink asked each of you whether your departments had statements in their tenure guidelines regarding evaluation criteria for a post-tenure review. The general response was that these post-tenure guidelines did not exist at the department level.

I draw your attention to the following paragraph that is part of the Post-Tenure Review Policy (ACA.FG.400.002 on the Policy Directory).

A. Evaluation Criteria
The standard for evaluation shall be whether the faculty member under review discharges conscientiously and with professional competence the duties associated with his or her position. Consistent with this standard, faculty in each department (or other relevant unit) shall develop appropriate post-tenure review criteria, which should reflect the varying emphases and roles that senior faculty may play within a comprehensive university. Departmental faculty criteria (and any subsequent revisions to them) shall be in writing and copies shall be forwarded to the appropriate dean and the office of the provost. Post-tenure review criteria must be finalized in writing at least one calendar year prior to a department's first post-tenure review.

As you can see, the policy calls for each academic unit to establish criteria for the post-tenure review of its faculty members. Further, these criteria should be written and provided to the deans and this office. It is implicit that the review criteria should be available to the faculty in the unit. Also note that these criteria should be in place one calendar year before implementation. Because we have now arrived at a time when a post-tenure review might be triggered for a faculty member, it is important that each department/unit create such post-tenure review criteria.

I ask you to direct your departments and other relevant units to create post-tenure review criteria and to submit these by June 30, 2009. I suggest that these criteria simply be attached to the existing
Departmental faculty criteria (and any subsequent revisions to them) shall be in writing and copies shall be forwarded to the appropriate dean and the office of the provost. Post-tenure review criteria must be finalized in writing at least one calendar year prior to a department's first post-tenure review."

Since we have had this Post-Tenure Review Policy in place now for several years, it is important that we be prepared in cases when the review process is triggered. Specifically, note that the above paragraph says that departmental faculty should create these criteria, that they should be in writing, that the criteria should "reflect the varying emphases and roles that senior faculty may play within a comprehensive university", and that the review criteria should be forwarded to the appropriate dean and then the Provost. I assume that some approval by the Dean and Provost is implied. And these review criteria need to be finalized at least one calendar year before the post-tenure review process is triggered for an individual.

My question is whether your departments have created these Post-Tenure Evaluation Criteria? Could you let me know if you have these in place already for each of your departments? To the extent that these are not already in place, our office will prepare a memo instructing you to have your departments do so.

M
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I have a copy of both departments post-tenure review saved electronically. Dr. Letzring advised he has never had a tenured faculty ever receive a negative annual review, much less three, so he has never had to put this into action.

Kelli
At 09:12 AM 3/9/2009, you wrote:
Kelli: Please review our files for documents and correspondence regarding post-tenure review. Thanks—tom

Ken, Mark, Tom, Glenn, Kai-Fong, Barbara, Linda, Sam, and Julia,

The University's Post-Tenure Review Policy (Policy Directory ACA.FG.400.002) includes the following paragraph that pertains to the criteria used to evaluate a faculty member when the post-tenure review process is triggered after a faculty member receives 3 unsatisfactory annual reviews during any 6 year period of time.

"II. Procedures
A. Evaluation Criteria
The standard for evaluation shall be whether the faculty member under review discharges conscientiously and with professional competence the duties associated with his or her position. Consistent with this standard, faculty in each department (or other relevant unit) shall develop appropriate post-tenure review criteria, which should reflect the varying emphases and roles that senior faculty may play within a comprehensive university.
School of Education
Faculty Meeting Minutes

SOE Faculty Meeting
May 1, 2009

I. Welcome—Appreciation for work and commitment during the spring term

II. Spring Faculty Meeting—Friday, May 8, 2009 at 11:15 a.m. – Fulton Chapel Auditorium

III. MDE Process and Performance Review Results- April 7, 2009

IV. Notes from April 6th Deans’ Meeting

1. Work continuing with the Task Force on Interdisciplinary Studies
2. Textbook Management Interface—Dr. Burnham stressed importance of textbook information being entered.
3. Discussion regarding annual reviews and establishment of a policy regarding criteria used to evaluate a faculty member when Post-Tenure is triggered (action item today)

Motion made by Dr. Burnham and Rosemary Olyphant-Ingham seconded. Change senior to tenured. – In agreement with tenured faculty. All were in agreement.

4. Scholarships/University endowment—4 million less. Many scholarships will be impacted
5. + - grading addition to the grading scale.

V. Graduation Schedule and Announcements—Dr. Whitney Webb

1. Friday, May 8th at 10:00 a.m.- Readers Practice at the Grove Stage
2. Doctoral Hooding Ceremony, Friday, May 8th at 7:30 p.m. – Gertrude Ford Center
3. Saturday, May 9th at 8:30 a.m.- National Products Center for lineup
4. Saturday, May 9th at 11:00 a.m. - School of Education commencement on Grove Stage
5. Backup rain location- Indoor Practice Facility, 2:30 p.m.

VI. Questions/Comments/Other Issues

Dr. Kim Hartman introduced Dr. Stacy Petit who is a visiting professor for math & language art.

VII. Consideration of Policy Amendment – guidelines for exiting Post-Tenure Review – Tenured and Tenure Track Faculty only

Dr. Tim Letzring led separate meeting & provided handout