POST TENURE PEER REVIEW OPERATIONAL GUIDELINES

I. Submission of Materials:
A. Materials that faculty are required to submit include:
   1. Personal statement with highlights/explanations (2 type-written pages maximum).
      a. Should include an estimate of percentage of time devoted to the four categories of Teaching, Scholarship, Clinical Service and Academically-Related Public Service activities (assigned percentages should add up to 100%). Description and number of hours spent in these areas is optional. Departmental assignments such as directing courses, clerkships, residency programs, graduate programs, departmental research, etc and service on institutional committees should be considered part of one of these categories and assigned appropriately.
      b. Persons with official part-time administrative positions named by the Dean (chairs and assistant, associate and regional deans) should also provide an estimate of percentage time devoted to these administrative duties and time devoted to faculty duties. Letters from the appropriate Dean evaluating the performance of these administrative duties would be beneficial for the overall evaluation of performance.
   2. Current CV
   3. Summary Review Reports of Annual Faculty Evaluations for the past 6 years. If not available, faculty member should explain why in the personal statement.
   4. Student/Resident evaluations of teaching for no more than the past 6 years.
B. Materials will be submitted to the Office of Faculty Affairs and Development (OFAD).
   1. Submissions will be recorded in the order they are received.
   2. The deadline for submission of required material is July 15 with September 1 being the deadline for submission of supplemental material.
   3. The OFAD will check submissions to make certain they contain the required material and notify the Chair of the Peer Review Committee (PRC) of any omissions. The PRC chair will send out memos requesting submission of any missing material.
   4. The OFAD will send a list of all faculty up for review who have not submitted material on schedule to the PRC Chair, and he/she will notify these individuals reminding them of the deadline.
   5. The Dean and the Department Chair will be notified of any delinquencies existing as of July 31 unless a requested extension is acted on favorably by the PRC Chair.
   6. The OFAD will submit materials to the assigned Review Team according to the list of teams provided by the PRC Chair.

II. Review Teams:
A. Each Review Team will be composed of one member each from a basic and clinical science department.
B. If there is a conflict of interest or reason for recusing that team (same department on same campus, etc.), the submission will be assigned to the next team in order.

III. The Team Review and Reports:
A. Each member will review a submission, complete the Peer Review Report (Individual) and submit the report to OFAD. (See attached—individual reviewer’s signature not required).
B. The OFAD will distribute the Peer Review Report (Individual) forms to the appropriate Review Team members. The two members will reconcile differences, if necessary and prepare the Peer Review Report (Team) (see attached).
   1. The members have the option to request additional materials from the faculty member being reviewed. This should be requested through the PRC Chair to maintain confidentiality.
   2. The Peer Review Report (Team) will be forwarded to OFAD in Word format with a signed original hard copy mailed to OFAD. (STOP 6213)
3. If differences between the individual reviewers cannot be reconciled sufficiently to prepare the Team Report, the two Individual Reports will be forwarded to the PRC Chair.
4. The reviewers will not be identified on any reports going out from the PRC.
5. The PRC Chair will compile the Comprehensive Performance Evaluation Report from the Team Report.

C. OFAD will maintain a file of all Comprehensive Performance Evaluation Reports.
   1. The PRC will consider and vote on each report. The outcome will either be Satisfactory or Remediation Needed.
   2. The PRC Chair will send out the Comprehensive Performance Evaluation Report (see attached) to individual faculty (no later than October 15) and subsequently (no later than December 1) to the chair of the department, the Dean of the School of Medicine, the Regional Deans if appropriate and the President of the HSC.

IV. The Basis of the Review:
   A. The Outcome given will be Satisfactory or Remediation Needed.
      1. The Outcome should be based on the overall picture with the consideration that excellence or extensive involvement in all areas is not required. The performance should be viewed in terms of the goals projected by the faculty member.
   B. The Faculty Summary Review Report for annual faculty evaluations should be viewed with several considerations.
      1. The goals stated should be realistic and consistent with the departmental mission.
      2. The achievements should be in line with the goals.
      3. Contributions to the Institution should be considered as strongly as those to the Department.
      4. There should be sensitivity to possible conflicts between a faculty member and his/her department chair that might influence the Faculty Summary Review Reports for annual faculty evaluations.
      5. The absence of Faculty Summary Review Reports due to failure by the departmental chair to perform them should not be prejudicial to the faculty member (see Section I.A.3.).
   C. The Curriculum Vitae should be used as an additional source of information in the evaluation of specific areas of performance.
   D. Student/Resident evaluations of teaching should be used as an index of quality to supplement the quantitative information.
   E. The Personal Statement should be used as supplemental information with the caveat that it was written by the faculty member, biased in his or her own behalf. It may help to resolve areas of uncertainty or suggest additional material to be solicited.
   F. Part-time administrators and department chairs.
      1. Must be reviewed in same manner as all others but only in terms of their performance as faculty provided that their administrative performance is evaluated annually through other means.
      2. Consideration should be given to the constraints on their time imposed by their other duties and responsibilities.

V. Full Committee Meetings:
   A. A quorum (50% + 1 being present) is required to conduct business and a majority vote of those present will carry decisions.
   B. The PRC Chair will be responsible for calling meetings of the full Committee.
   C. An initial meeting will be held to present an overview of the peer review process as presented in the Peer Review of Tenured Faculty (HSC OP 60.03) and Post Tenure Peer Review Operational Guidelines for the committee and approve changes (if any) to the Operational Guidelines. Confidentiality will be discussed and conflicts of interests will be determined at the initial meeting and certification forms signed. -A Vice Chair (Chair-elect) will be elected.
   D. The PRC Chair will be responsible for keeping the Committee updated on the progress being made.

Revised January 31, 2012 and approved by the PRC on 2/8/2012
E. Minutes will be taken at each meeting by OFAD staff and distributed to PRC members. PRC members will not be identified individually in association with comments made during sensitive discussions. The OFAD will retain minutes of the meetings.

VI. Appeals:
A. Faculty wishing to appeal a decision must file a written notice accompanied by pertinent documentation supporting the appeal with the PRC Chair within ten (10) working days according to the SOM Peer Review of Tenured Faculty (HSC OP 60.03 Attachment D).
B. The PRC will consider all appeals preferably within ten (10) working days of receiving notification of appeal or as soon as a quorum of the PRC can be convened. The PRC will then formulate a final report including any revisions suggested by this meeting.
C. The PRC Chair must approve any deviation from this time-line.

VII. Professional Development:
A. A specific Professional Development Plan (PDP), covering a period of time not to exceed two (2) years and based on the recommendations of the PRC, will be established by the Departmental Chair in consultation with the faculty member and the Associate Dean for Faculty Affairs and Development. Developmental procedures will be standardized (see PDP Form).
B. The PDP will be submitted to the PRC and the Dean of the School of Medicine for final approval preferably within 20 working days.
C. Two representatives from the PRC will review all progress reports and make recommendations to the PRC.
D. The PRC as a whole will review all final reports and the vote of the committee will be forwarded to the Dean.
E. Voting by PRC members will be done by secret ballot and tabulated by the PRC Chair.

VIII. Confidentiality:
A. All materials will be kept confidential.
B. For those undergoing Professional Development, records will be maintained until that process has been satisfactorily completed.
C. Copies of the Comprehensive Performance Evaluation Reports will be maintained in the OFAD in accordance with Institutional Policy and Federal and State regulations.
D. Names of reviewers will be stricken from all reports released by the PRC.

IX. Responsibilities of PRC Chair:
A. Includes Vice-Chair on all processes and meetings to prepare him/her for the next year.
B. Makes certain that all faculty to be reviewed in any year are notified in writing prior to January 15.
C. Convenes a meeting of the PRC early in the year to orient new members, elect a Vice-Chair (Chair-elect), and review the process.
D. Makes up the list of reviewing teams.
E. Makes certain that the process follows the procedures and schedule defined in the Operational Guidelines.
F. Sends out additional memos to faculty under review.
   1. Reminder notifications on July 15 to faculty who have not submitted the required material.
   2. Notification to Departmental Chair and Dean of faculty failing to submit material as scheduled.
   3. Memo to Dean listing faculty who fail to submit material by August 1 in the absence of an extension granted by the Committee.
   4. Memos related to submission of additional material as necessary.
   5. Memo related to appeals as necessary.
G. Makes periodic reports to the Faculty Council Executive Committee.
H. Requests the appointment by the Faculty Council Executive Committee of replacement members for the PRC as necessary.
I. Prepares the Comprehensive Performance Evaluation Report for distribution to the faculty that were reviewed no later than October 15.
J. Prepares the Comprehensive Performance Evaluation Report for distribution to the Administration no later than December 1.
K. Makes certain the process and documents are reviewed at the end of the year and that a report to include recommendations for possible changes is submitted to the Faculty Council Executive Committee prior to the January meeting of that committee.
L. Makes certain that the Faculty Council Executive Committee has made new appointments to the PRC by December of each year.

X. **Criteria for Review:**

A. The clock will restart for all tenured faculty members receiving a promotion.
B. The clock will be adjusted by one-year increments for faculty having had an approved absence (1 year for each year or fraction of a year greater than 6 months).
D. Tenured faculty who go on less than a full-time appointment no longer hold their tenure and will not be subject to review. *Full-time is ≥ 75%*)