

Oklahoma State University Policy and Procedures

CUMULATIVE REVIEW OF TENURED FACULTY

2-0109
ACADEMIC AFFAIRS
December 2007

POLICY

1.01 For each tenured faculty member a cumulative review shall take place every five years. A review conducted to grant promotion qualifies as a cumulative review. The review shall be based on discussion and substantive documentation provided by the faculty member. Individuals designated to conduct the review shall be faculty in the discipline or department of the faculty member under review. Faculty serving on review committees shall be selected by procedures approved by the department or unit. The review process shall include written feedback to the faculty member as well as a provision for response. Written feedback shall be a detailed description of the faculty member's accomplishments or deficiencies. The cumulative review requires individual development plans for each faculty member. Faculty members are responsible for their own development consistent with unit, College and University goals. Any formal development plan should respect academic freedom and professional self-direction, and it should be flexible enough to allow for subsequent alteration.

1.02 The results of a Cumulative Review of Tenured Faculty may be used by appropriate administrators as a basis for providing support which will assist faculty members in carrying out their professional goals and responsibilities. Any disciplinary action that may follow the cumulative review must adhere to all prescribed procedures in force within this policy document. In the event that unsatisfactory performance has not improved within the timelines set in the individual development plan, any dismissal action shall be based upon those grounds for dismissal specified in the January 2006 Board "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University."

1.03 If a faculty member believes that the results from a cumulative review are based on unlawful discrimination, inadequate consideration, or legitimate exercise of academic freedom, he/she may request a review of the matter utilizing the Dispute Resolution Procedure in Appendix E of this policy document.

Source: "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University," January 23, 2006, Section 1.1.5.2.

PROCEDURE

2.01 **Faculty Subject to Cumulative Review.** A Cumulative Review shall take place for each and every tenured faculty member every five (5) years. A promotion review, including a review for Regents Professor, may be substituted for a cumulative review. The cumulative review may be rescheduled due to a leave of absence, sabbatical, administrative assignment outside the academic unit, or other extenuating circumstances as determined by the unit.

The unit may waive the cumulative review for faculty who have given formal notice of their retirement or resignation.

2.02 Cumulative Review Schedule. Each unit shall develop, maintain, and annually distribute to all tenured faculty members a schedule specifying the year during which each tenured faculty member is to undergo cumulative review.

2.03 Cumulative Review Committee. Each unit shall designate a committee of tenured faculty charged with conducting cumulative reviews for tenured faculty within the unit. Written procedures developed and approved by faculty in the unit shall prescribe committee selection procedures, qualifications for committee membership, selection of the committee chair, terms of member appointments, provisions for replacing members unable to serve, and representation from other academic units if there are tenured faculty with split appointments within the unit.

2.04 Review Criteria. The faculty of each academic unit shall develop and formally approve written performance standards and expectations for each tenured faculty rank within the unit. In those cases in which work assignments for tenured faculty members vary greatly within a given unit or are split between units, it will be necessary to specify performance standards and expectations for individual positions. After approval by the dean of the academic unit and the Vice President for Academic Affairs, a copy of the performance standards and expectations for tenured faculty shall be given to each tenured faculty member and be applied in the cumulative review of all tenured faculty in the unit.

2.05 Documents and Information Used in the Review. Faculty in the academic unit shall develop and approve a list of documents and information that shall be used in conducting the review. At minimum, the list should include the following documents:

- A. a current curriculum vita;
- B. the annual appraisal and development documents for the period under review;
- C. a copy of the faculty member's last cumulative review report or promotion recommendation;
- D. an individual development plan stating the faculty member's professional goals and objectives for the next review period.

The list shall be provided to each tenured faculty member. The faculty member under review is responsible for providing the documents and information to the committee.

The faculty member or the committee may request an interview for the purpose of discussing and clarifying the documentation.

2.06 Development and Disposition of the Cumulative Review Report. The committee shall prepare a written report that assesses the faculty member's overall performance during the review period in terms of the academic unit's performance standards and expectations.

The committee shall submit its report to the faculty member under review and the unit administrator. The faculty member and the unit administrator shall be given ten (10) working days to respond to the report in writing, and the committee may revise its report based on the faculty member's response and the unit administrator's response.

A final copy of the committee's report, the faculty member's response, and the unit administrator's response, if one is submitted, shall be provided to the faculty member and the unit administrator. These documents along with those listed in 2.05 shall be included in the faculty member's personnel file.

Unit administrators shall report the summary results of cumulative reviews to their dean on an annual basis.

2.07 Rewarding Faculty for Outstanding Performance. The cumulative review process should identify and recognize outstanding performance by faculty members. The report may be used by appropriate administrators as a basis for supporting faculty members in carrying out their professional goals and responsibilities and compensating those with outstanding performance.

2.08 Corrective Development Plan. For faculty members whose overall performance reflects substantial deficiencies, the committee in cooperation with the unit administrator and the faculty member shall develop a corrective plan to improve performance and address deficiencies. The plan should be individualized and flexible; taking into account the faculty member's intellectual interests, abilities, and career stage, as well as needs of the unit and institution. The plan should establish clear performance goals, specify steps designed to achieve those goals, define indicators of goal attainment, establish a clear and reasonable time frame for the completion of goals, identify resources available for implementation of the plan, and state the consequences of failure to attain the goals.

The annual appraisal and development review should be used to assess progress toward goals specified in the plan.

2.09 Dispute Resolution. If a faculty member believes that the committee report, the corrective plan, or administrative actions taken as a result of the cumulative review are unfair or that they fail to honor the legitimate exercise of academic freedom, he/she may request a review of the matter utilizing the policies and procedures outlined in the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University" (January 2006).

Grounds for dispute may include unlawful discrimination, inadequate consideration, and others listed in Section 2.3 of the Dispute Resolution Policy. Dispute resolution procedures are outlined in Appendix E: Dispute Resolution Procedure.

2.10 Disciplinary Action. The purpose of cumulative review is to promote faculty development. Any disciplinary action that comes after cumulative review shall adhere to all prescribed procedures in the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University" (January 2006).

2.11 Implementation Deadlines. Unit administrators shall be responsible for meeting the following deadlines associated with establishing and conducting the cumulative review procedures.

- A. The provisions of sections 2.02, 2.03, and 2.04 shall be completed by each unit within twelve (12) months of administrative approval of this policy and procedure letter.
- B. Faculty members who have already been awarded tenure on the date of administrative approval of this policy and procedure letter shall undergo their initial cumulative review within six (6) years of the date of the administrative approval of this policy and procedure letter.
- C. Faculty members who are awarded tenure after administrative approval of this policy and procedure letter shall undergo their initial cumulative review during the fifth year following the year they were awarded tenure.

Approved:

Faculty Council, June 12, 2007

Council of Deans, June 22, 2007

Executive Team, December 2007