

**Constituent Universities**

Appalachian  
State University

East Carolina  
University

Elizabeth City  
State University

Fayetteville State  
University

North Carolina  
Agricultural and  
Technical State  
University

North Carolina  
Central University

North Carolina  
State University  
at Raleigh

University of  
North Carolina  
at Asheville

University of  
North Carolina  
at Chapel Hill

University of  
North Carolina  
at Charlotte

University of  
North Carolina  
at Greensboro

University of  
North Carolina  
at Pembroke

University of  
North Carolina  
at Wilmington

University of  
North Carolina  
School of the Arts

Western Carolina  
University

Winston-Salem  
State University

**Constituent High School**

North Carolina  
School of Science  
and Mathematics

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**Date:** July 7, 2014

**To:** UNC Chief Academic Officers

**From:** Warwick Arden, Interim Senior Vice President

**Subject:** Post-Tenure Review Policy Implementation

At the June 20, 2014 UNC Board of Governors meeting, changes were approved to Policy 400.3.3 (Performance Review of Tenured Faculty) and updated guidelines were posted to the University of North Carolina website. These have been attached for your reference. The guidelines state that UNC General Administration will evaluate the training and post-tenure review processes of all campuses during the 2015-16 fiscal year. To prepare for that review, we ask that you work with stakeholders on your campus to update your policies on the performance review of tenured faculty and submit to General Administration for approval by May 29, 2015.

Faculty undergoing post-tenure review during the 2014-15 academic year will be evaluated under the current policy and guidelines (400.3.3 and 400.3.3 [G]). The following bullets outline key changes that should be included in campus policy updates:

- In consultation with department chairs, faculty should develop five year goal(s) or plans which include milestones that are aligned with annual performance evaluations. Campus policies should be clear that these plans can be modified annually by the faculty member, in consultation with the department chair.
- The department chair or academic unit head must consult with the peer review committee in rendering his/her evaluation.
- Deans must provide an evaluative review in addition to the review conducted by the peer review committee and the department chair.
- The provost must certify that all aspects of the post-tenure review process for that year are in compliance with policy and guidelines.
- Institutions shall provide ongoing support and training for all post-tenure review evaluators, including peer review committee

members, department chairs or academic unit heads and deans. The provost will certify that required training has been conducted.

- Establishment of at least three assessment categories reflecting whether a faculty member exceeds expectations, meets expectations, or does not meet expectations.

Please note that Human Resources at General Administration will be developing web-based training modules campuses can utilize to comply with the training requirements found in 400.3.3 and 400.3.3 [G]. These modules are expected to be completed by spring 2015.

UNC institutions have now completed the 16<sup>th</sup> year of the post-tenure review process. UNC-GA will soon be collecting information for 2013-14 post-tenure reviews as part of UNC Policy 400.3.3.

The week of July 21<sup>st</sup>, each CAO will receive an email invitation to participate in an online survey to facilitate data collection. Please forward the email invitation to anyone on campus that will be tasked with completing the survey. There are a few new elements to the data collection this year, including a memo with the CAO signature certifying the accuracy of the data and your campus' compliance with the post-tenure review policies.

We will be asking that the online survey be completed on or before **Friday, August 29, 2014.**

For any questions regarding the administration of the survey, please contact Eric Fotheringham, UNC-GA Research Specialist ([emfotheringham@northcarolina.edu](mailto:emfotheringham@northcarolina.edu) or 919-843-6967).

cc: William Fleming, Vice President for Human Resources