



**POLICY 3-20 POST-TENURE REVIEW**

**Responsible Executive:** Provost and Executive Vice President for Academic Affairs  
**Approving Official:** Provost and Executive Vice President for Academic Affairs  
**Effective Date:** TBD [on Notice and Final Approval]  
**Revision History:** New, \_\_\_\_\_

**I. INTRODUCTION**

A. Purpose: The Post-Tenure Review process for tenured faculty at Florida State University (FSU) is intended to accomplish the following:

- 1) Ensure continued high standards of quality and productivity among the University’s tenured faculty.
- 2) Determine whether a faculty member is meeting the responsibilities and expectations associated with assigned duties in research, teaching, and service.
- 3) Recognize, honor and reward exceptional achievement and provide incentives for retention, as appropriate.
- 4) When appropriate, refocus academic and professional efforts and take appropriate employment action.

**II. POLICY**

A. Definitions: For the purposes of Post-Tenure Review, the following definitions apply:

- 1) “Administrative Role” means a position or role at FSU in which a tenured faculty member is in one of the following positions: a) Department Chair, School Director, Institute Director; b) Assistant Dean, Associate Dean, Dean; and c) Assistant/Associate Vice Presidents and above.
- 2) “Eligible Faculty Member” means a tenured faculty member who has been notified by the University that they are subject to Post-Tenure Review in a given year. Not included in this definition are tenured faculty members who are in Administrative Roles, have submitted a letter of resignation/retirement, or are active candidates for promotion from Associate to Full Professor.
- 3) “Materials” means an evidence of performance report prepared by an Eligible Faculty Member, and subsequently supplemented by the department chair/unit head and dean, highlighting the Eligible Faculty Member’s accomplishments, and demonstrating performance relative to assigned duties for the Review Period.
- 4) “Review Period” means the five-year period prior to the semester in which Post-Tenure Review is occurring for an Eligible Faculty Member.

5) “Performance Rating Scale” means a rating scale including the following:

- Exceeds Expectations: a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member’s discipline and unit.
- Meets Expectations: expected level of accomplishment compared to faculty across the faculty member’s discipline and unit.
- Does Not Meet Expectations: performance falls below the normal range of annual variation in performance compared to faculty across the faculty member’s discipline and unit but is capable of improvement.
- Unsatisfactory: failure to meet expectations that reflect disregard or failure to follow previous advice or other efforts to provide correction or assistance, or performance that involves incompetence or misconduct, as defined by applicable university regulation and policies.

#### B. Timing and Selection of the 2024 Review

1) The Post-Tenure Review process will initially begin in Spring Semester 2024. All eligible faculty members who were tenured, hired with tenure on appointment, or promoted to Full Professor with an effective date of Fall 2019 shall participate in Post-Tenure Review in Spring 2024.

2) An additional 20% of eligible faculty members who were tenured (including those hired with tenure on appointment) or promoted to Full Professor prior to Fall 2019 will be included in Post-Tenure Review in Spring 2024. Eligible faculty members may request to participate in the 2024 review and will be accepted proportionally by college. If the number of requests exceeds 20%, candidates will be randomly drawn from this pool to equal 20% of eligible faculty, still attending to college proportionality. Those not selected for review in 2024 will be reviewed in 2025. If fewer than 20% of eligible tenured faculty members request inclusion in the Spring 2024 review, additional faculty will be randomly selected from the pool of all eligible faculty members to reach 20%, still attending to college proportionality.

#### C. Timing and Selection of the 2025 and Subsequent Reviews

1) In addition to inclusion of tenured faculty in their 5th year following the award of tenure or their last promotion, each Spring Semester in 2025, 2026, 2027 and 2028 approximately 20% of the tenured faculty of the University (who have not yet been subject to Post-Tenure Review) will be subject to an initial Post-Tenure Review.

2) Those faculty members who volunteered for Post-Tenure Review in Spring 2024 and were not selected for that review (as outlined in II.B.2) will be reviewed in Spring 2025. If fewer than 20% of eligible tenured faculty members are volunteers carried forward from Spring 2024 to Spring 2025, additional faculty will be randomly selected from the pool of all eligible faculty members to reach 20%, still attending to college proportionality.

3) If the University determines that the volunteer process has been workable and should be continued in 2026, 2027 or 2028, then eligible faculty members who have not yet participated in Post-Tenure Review may request to participate and will be accepted proportionally by college, with any additional faculty needed being randomly selected from

the pool of all remaining eligible faculty members to reach 20%, subject to college proportionality. If the volunteer process is not continued for 2026, 2027 and 2028, then the entire 20% will be randomly selected from the pool of remaining eligible faculty members.

4) Beginning in Spring Semester 2029, each tenured faculty member will be subject to Post-Tenure Review in the fifth year following their tenure award, last promotion, hire date (if hired with tenure) or last Post-Tenure Review.

#### D. Postponement of Post-Tenure Review

1) A faculty member's Post-Tenure Review may be postponed, upon approval by the provost or designee, for extenuating circumstances, including but not limited to being on approved extended leave or having served in an Administrative Role during the Review Period. To request a year-long postponement, faculty members must submit a Postponement Request Form by the specified deadline.

#### E. Participants and Their Responsibilities

1) Eligible Faculty Members shall prepare and submit the following materials to the department chair/school director (or to the dean, for colleges without departments or schools):

- a. Faculty members shall use the FEAS Post-Tenure Review Report (includes CV, AOR, and SPCI for the Review Period) to report accomplishments during the Review Period.
- b. Faculty members shall submit a summary of their accomplishments (1-page limit; required) for the Review Period. They may also provide additional evidence of their accomplishments and performance (3-page limit; optional).

2) Department chairs/school directors shall prepare and submit to deans a report for each eligible faculty member, including the following:

- a. Annual Evaluations for the Review Period.
- b. Substantiated findings of any investigation of noncompliance with university policies, or applicable laws or regulations within the scope of their university employment during the review period.
- c. A letter assessing their level of achievement for the Review Period (which may include input from a faculty committee, if requested by the chair).

3) Eligible faculty members may review their Materials, including additions by their chair/director and shall have up to five days to provide a response.

4) Deans shall submit to the provost a report for each faculty member under review that includes the following information:

- a. A letter assessing the level of achievement of each faculty member (which may include input from a college committee, if requested by the dean).
- b. A rating of each faculty member using the Performance Rating Scale.

5) The provost shall review supplemented Materials received from deans and assign to each faculty member a rating using the Performance Rating Scale (in consultation with the president and, if requested by the provost, with input from a University advisory

committee). The provost shall notify all faculty members under review of their ratings and outcomes.

#### F. Outcomes from Post-Tenure Review

- 1) Faculty members with ratings of “Exceeds Expectations” or “Meets Expectations” will receive a monetary reward that may consist of a salary increase, one-time bonus, or both.
- 2) Faculty members who receive a rating of “Does Not Meet Expectations” shall be placed on a Performance Improvement Plan (PIP). The faculty member shall have a period of 12 months to achieve the requirements of the PIP. If any faculty member placed on a PIP does not meet the requirements of the PIP by the stated deadline, the provost shall propose termination of employment of such faculty member, pursuant to applicable University processes.
- 3) For any faculty member who receives a rating of “Unsatisfactory,” the provost shall propose termination of such faculty member, pursuant to applicable University processes.
- 4) Outcomes from the Post-Tenure Review process may be appealed pursuant via the applicable collective bargaining agreement (CBA) or to the Faculty Senate Grievance Committee.

### **III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY**

Authority: Section 7 (d), Art. IX, Fla. Const., Section 1001.706(6)(b), Florida Statutes; Board of Governors Regulation 10.003; FSU Board of Trustees Regulation FSU-4.073.

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Academic Affairs