**UPDATE ON THE PROVOST TASK FORCE FOR THE IMPLEMENTATION OF BOR POLICY REVISIONS POST-TENURE AND ANNUAL REVIEW (8.3)**

# BOR Revisions

The Board of Regents of the University System of Georgia (USG) met on October 12-13, 2021, on the campus of the Georgia Institute of Technology. During this meeting, revisions were made to the following Board of Regents (BOR) policies: Post-Tenure and Annual Review (8.3). (see Chancellor's Policy Letter and Exhibit - October 12-13. 2021 below)



# Guidelines from the USG

On January 24, 2022, we received the following guidance and framework (see DRAFT PTR Framework v4 below) and were asked to submit feedback through Provost Spirou.

1. Campuses should follow the referenced due process for actions related to PTR, Corrective PTR, or Administrator PTR (all of which are a result of a failed Performance Improvement Plan) to ensure consistency across all USG institutions of higher education.
2. The due process in the attached document does not apply to the Annual Review or the Performance Remediation Plan since faculty can submit a response/rebuttal for their Annual Review.
3. There will be one final deadline for all university PTR revisions, October 17, 2022.  Status updates will be due on April 1, 2022 and on September 1, 2022.  The USG encourages institutions to send forward any revisions we complete as soon as they are available.  More information on what will be due at each of the three dates will be provided at the next RACAA meeting (February 17-18, 2022 at Albany State University).
4. Our goal remains to complete the institutional adjustments this Spring of 2022 and the Department/College adjustments in the Fall of 2022.



On February 8, 2022, we received the *Final PTR Annual Review Handbook* language (see PTR Annual Review Handbook FINAL 020822 below). It included minor language changes here and there based on feedback and clarifications or changes to the following:

* Quarterly meetings changed to twice during the fall and during the spring semesters
* Administrative PTR reflects the concept of a 5 year comprehensive review that aligns with the faculty responsibilities of the position
* Enhanced language around the one year PIP – no extension of the one year renewal but better language around reasonableness and appropriate activities for a one year PIP
* Annual reviews are not subject to discretionary review
* New Likert Scale descriptors with references to 4s and 5s being noteworthy and 1s and 2s as being unsatisfactory or deficient
* Clarification of implementation timeline for annual review so as not implement mid-evaluation cycle



# Provost Task Force

In December 2021, Provost Spirou convened a task force for implementing the BOR Policy Revisions Post-Tenure and Annual Review into University policy. The co-chairs and members, three quarters of which are elected faculty senators, are listed below.

## Membership

**Co-Chairs:**

Catherine Fowler (Presiding Officer + COHS) & Holley Roberts (Office of Provost)

**Members**:

Sabrina Hom (FAPC Chair + College of Arts and Sciences)

Linda Bradley (DEIPC Chair + College of Education)

Robert Blumenthal (Council of Chairs + College of Arts and Sciences)

Nicholas Creel (APC Chair + College of Business)

Paulette Cross (University Senate + College of Education)

Karl Manrodt (University Senate + College of Business)

Sarah Myers (College of Health Sciences)

Jennifer Flory (Presiding Officer Elect + College of Arts and Sciences)

Lamonica Sanford (University Senate + University Library)

Micheal Stratton (Council of Deans + College of Business)

## Charge

The Provost Task Force was charged with revising relevant institutional policies which pertain to the revised BOR policies as listed below.

**Implementation of BOR Policy Revisions Post-Tenure and Annual Review (8.3)**

1. Tenured administrators will once again be subject to post-tenure review.
2. These system-level standards introduce a new element of ***student success*** in addition to the existing expectations for teaching, research, and service at all levels of faculty assessment.

* Annual Evaluations
* Pre-Tenure
* Tenure
* Post Tenure

1. Each tenured faculty member will continue to participate in a PTR at least every five years. Post-tenure review will continue be a process led by a committee of faculty colleagues, with built in due-process mechanisms throughout. Each campus will be responsible for developing their policies and procedures to enact PTR after approval through the institution’s faculty governance processes and procedures.

A faculty member must go through a ***Corrective PTR*** if they are evaluated as performing unsatisfactorily in any area for two consecutive annual reviews. An unfavorable PTR or Corrective PTR will result in a ***Performance Improvement Plan*** developed with the faculty member for the purpose of returning the faculty member’s performance to an appropriate level. If that is not successful, remedial action will be implemented.

* Each campus will be asked to create an implementation plan that explains how they intend to phase in the new review criteria that include student success.

If you are currently in your tenure probationary period or have recently received tenure, then your campus will make clear whether your eventual application for tenure or promotion will be considered under the existing standards or using those that will developed this year.

Once developed, department chairs and program leaders will use the newly developed criteria for annual reviews beginning in the 2022-23 academic year.

Source: <https://www.usg.edu/post-tenure-review/frequently-asked-questions>

## Past Task Force Meeting Agendas

* 12/6/21: Charge, Introduction to TEAMS, Review Example of Revised Document and Relation to BOR Policy, Next Steps, Establish Meeting Dates
* 1/4/22: Review documents revised by team members, Next Steps, Review Meeting Dates with goal of February 1
* 1/11/22: Discuss post-tenure policy revisions, Discuss proposed timeline for faculty with policy changes, Agenda items for next meeting
* 1/18/22: Provost Spirou – Updates from USG Sector Provosts Meeting; Faculty Annual Evaluation; Five Year Administrative Review; Post Tenure Graphic/Decision Path; Timeline of Implementation; Add meeting dates for February 1, 8, 15, 19, 22, March 2 – 8:00am-9:30am; Structure for the Report; Agenda Items for next week
* 1/25/22: Preamble for the Report; USG Guidelines – Request for feedback, inclusion into GC Policy/Procedures; Reward for performance – PTR; Agenda Items for next week
* 2/1/22: PTR Flowchart (subset of task force)
* 2/8/22: PTR Revisions (subset of task force)
* 2/15/22: Review Task Force Timeline, Review Final PTR Academic Affairs Handbook Policy/Procedures, Revised Post Tenure Review, Revised Annual Evaluation, Agenda Items for next week
* 2/22/22: Review Task Force Timeline, Review Five Year Review of Academic Administrators – Linda and Nicholas, Revised Pre-Tenure Review – Catherine and Holley, Revised Assessing Teaching Effectiveness – Paulette and Jennifer, Revised Tenure Procedures – Karl and Sarah, Likert Scale – Defining performance indicators, Agenda Items for next week

## Task Force Remaining Timeline

* Tuesday, March 1 – 8:00-9:30am – Task Force Meeting (Revised Tenure Procedures – Karl and Sarah; Update on Implementation of BOR Policy Revisions- Post Tenure and Annual Review Information Sessions - Preparation, Format, etc., Likert Scale – Defining performance indicators – Where to illustrate?, Report Format/Organizing/Writing – Any volunteers?, Outstanding issues to discuss from various policies, Forms, Agenda Items for next week)
* Friday, March 4 – Submit Task Force report to Provost Spirou
* Monday, March 7 - email the report to Faculty to review prior to Informational sessions
* Wednesday, March 9 – host two virtual Informational Q&As with faculty- 12 to 1 PM and 330 to 430 PM
* Tuesday, March 15 - Committee finalizes any feedback from informational sessions and resubmits to Provost Spirou
* Monday, March 21 - Provost Spirou submits to ECUS and FAPC for Review
* Friday, March 25 – Report included on Senate meeting agenda as informational item
* Friday, April 8, 2022 - FAPC reviews at committee meeting
* Friday, April 22, 2022 – Senate motion as recommendation from FAPC
* April 23, 2022 – President Cox reviews senate motion
* Send to USG for Review

## Current Status

Provost Spirou did forward the final approved BOR guidelines as listed above. Major points include the use of a five-point Likert scale in ~~a~~nnual evaluations and due-process mechanisms with timelines for submission of documents and appeals.

The task force will continue meeting weekly, reviewing, and revising policies and procedures, as we remain on a very compressed timeline. Once we turn in our finalized documents in a summary report to Provost Spirou, there will be an opportunity for university faculty to review and comment on revisions via a Q&A session that will be scheduled prior to submitting changes to the BOR. If anyone has any questions about the process or the task force, please feel free to contact any of the task force members. Provost Spirou may also have more information in his report.

If you have feedback for the USG on the new post-tenure review policy implementation, feel free to click this link and submit your thoughts: <https://www.usg.edu/post-tenure-review/feedback>.

## Chart of Revised Policies and Policies under Review with Links

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| [**BOR Post-Tenure and Annual Review Policies with Links**](https://www.usg.edu/policymanual/section8/C245) | **GC Policies under Review and Revision with Links** |
| [*8.3.5 Evaluation of Personnel*](https://www.usg.edu/policymanual/section8/C245/#p8.3.5_evaluation_of_personnel) |  |
| 8.3.5.1 Faculty | [Pre-Tenure Review](https://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Faculty-Performance-Evaluation/Pre-Tenure-Review)  [Teaching Effectiveness, Assessing](https://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Faculty-Performance-Evaluation/Teaching-Effectiveness-Assessing)  [Faculty Review System, Philosophy and General Procedures](https://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Faculty-Performance-Evaluation/Faculty-Review-System-Philosophy-and-General-Procedures) |
| 8.3.5.4 Post Tenure Review | [Five Year Review of Academic Administrators](https://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Five-Year-Review-of-Academic-Administrators)  [Post-Tenure Review](https://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Faculty-Performance-Evaluation/Post-Tenure-Review) |
| [*8.3.6 Criteria for Promotion*](https://www.usg.edu/policymanual/section8/C245/#p8.3.6_criteria_for_promotion) |  |
| 8.3.6.1 Minimum for All Institutions in All Professorial Ranks |  |
| [*8.3.7 Tenure and Criteria for Tenure*](https://www.usg.edu/policymanual/section8/C245/#p8.3.7_tenure_and_criteria_for_tenure) | [Tenure Procedures](https://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Promotion-and-Tenure/Tenure-Procedures) |
| 8.3.7.1 Faculty |  |
| 8.3.7.2 Tenure Requirements |  |
| 8.3.7.3 Criteria for Tenure |  |
| [*8.3.9 Discipline and Removal of Faculty Members*](https://www.usg.edu/policymanual/section8/C245/#p8.3.9_discipline_and_removal_of_faculty_members) |  |

# Other Relevant Links

[ACADEMIC & STUDENT AFFAIRS HANDBOOK: Procedural guide for implementing BoR policies related to Academic Affairs](https://www.usg.edu/academic_affairs_handbook/section4/)

[UNIVERSITY SYSTEM OF GEORGIA POST-TENURE REVIEW](https://www.usg.edu/post-tenure-review)

[**UNIVERSITY SYSTEM OF GEORGIA POST-TENURE REVIEW Feedback on Implementation**](https://www.usg.edu/post-tenure-review/feedback)

[Georgia College Faculty Handbook](https://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Faculty-Handbook)

[Georgia College Academic Affairs Policies, Procedures, and Practices Manual Forms](https://intranet.gcsu.edu/academic-affairs/policies-procedures-and-practices-manual-forms)

[Georgia College Tenure Policy](https://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Promotion-and-Tenure/Tenure-Policy)

[Georgia College Tenure Procedures](https://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Promotion-and-Tenure/Tenure-Procedures)

[Georgia College Promotion Policies](https://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Promotion-and-Tenure/Promotion-Policies)