Pausing the Post-Tenure Review Period

Each faculty member must be assessed five years after the most recent promotion or personnel action, and reviews will continue at five‐year intervals unless interrupted by a successful voluntary post-tenure review, promotional review, or a prolonged leave of absence due to an FMLA qualifying event, in which case the post-tenure review will be paused accordingly. To request permission to pause the post-tenure period, the faculty member shall complete the Post-Tenure Review Period Pause form. Submission of the request must occur prior to end of the semester preceding the scheduled post-tenure review.

The Post-Tenure Review Period Pause form requires documentation of the FMLA leave (start and end dates, dates of leave taken) from Human Resources and a narrative explaining which professional activities were interrupted during their leave and how that had significantly impacted progress toward their post-tenure review. Faculty are not required to disclose the reason for their leave. Also on the form will be recommendations for approval or disapproval of the requested pause and a rationale from the department chair/director and dean/director. Lastly, the form will be reviewed by the provost and the resulting notification will be sent to the faculty member.

Procedures

The tenured faculty member will submit the Post-Tenure Review Period Pause form prior to end of the semester preceding the scheduled post-tenure review. The form will be routed through the department chair/director, the dean/director, and the provost. The following information will be submitted on the Post-Tenure Review Period Pause form which will be created upon implementation of this policy:

1. Faculty Member Name
2. Rank (Associate Professor or Professor)
3. College/Library
4. Department
5. Date of Appointment
6. Date of Tenure
7. Date of Last Review (tenure and promotion/post-tenure review)
8. Human Resources’ documentation of the FMLA leave (start date of FMLA, dates of leave taken, end date of FMLA)
9. Faculty Member’s narrative explaining which professional activities were interrupted during their leave and how that had significantly impacted progress toward their post-tenure review. Faculty are not required to disclose the reason for their leave.
10. Signature and date for Department Chair/Director Approval/Disapproval with Rationale
11. Signature and date for Dean/Director Approval/Disapproval with Rationale
12. Signature and date for Provost Approval/Disapproval