

SCHOOL OF HEALTH & HUMAN SCIENCES
Post Tenure Review Process

1. Candidates for Post Tenure Review (PTR) and their Department Chair will be notified by the Dean's Office that they will undergo PTR no later than September 1 of each year.
2. A reminder regarding deadlines for submitting PTR materials will be sent to candidates and Department Chairs no later than January 15 of each year.
3. By [date for that year], candidate submits to the review system:
 - a. current academic year Annual Report
 - b. optional summary of accomplishments for this 5-year period (no more than 5 pages in length)
 - c. current curriculum vita
4. Department Chair provides previous four (4) end-of-year evaluations.
5. Department Chair submits PTR materials to Departmental PTR Committee by March 30. Each committee member must have completed the required post-tenure review training (<http://old.northcarolina.edu/aa/tenuretraining/index.php>) prior to serving on the committee.
6. PTR Committee may ask for other related information, as appropriate.
7. PTR Committee submits their final evaluation to Department Chair by April 30, using the [UNCG PTR form](#). The report length should not exceed 2-3 pages.
8. Department Chair completes cumulative review of candidates using the [UNCG PTR form](#) and certifies that each committee member completed the required PTR training prior to serving. These materials are submitted to the Dean by May 28.
9. Dean and Department Chair will meet with any PTR faculty member who receives an "unsatisfactory cumulative review" to discuss results and recommendations of PTR. Other faculty undergoing PTR may request a meeting with the Dean and Department Chair.
10. Dean submits the final report of PTR results to Alan Boyette by June 23. This report will include the names of faculty members up for review, their rank, department and final recommendations. An attachment will be included with committee members for each review.

NB: From the Post-tenure review document

(<http://provost.uncg.edu/documents/personnel/posttenurereview.pdf>):

Section IV. B. Post-Tenure Review shall take place no less frequently than every five years following the conferral of tenure. *If however, in a given academic year, a tenured faculty member scheduled for Post-Tenure Review is recommended for promotion through the departmental and unit levels of review, then that faculty member*

will be deemed to have had a Post-Tenure Review. There is no need to do a separate cumulative review in addition to the promotion-review. Otherwise, the faculty member in question will undergo a [separate] Post-Tenure Review.
[emphasis added]

Approved by HHP Dean's Administrative Cabinet, October 2007.

Approved by the HES Faculty Assembly, May 7, 2008

Revision approved by the HHS Faculty Assembly, April 30, 2020