

SCHOOL OF HEALTH & HUMAN SCIENCES

Post Tenure Review Process

Academic Year 2023-24

Date	Action	Access/Responsibility
September 1	The faculty member under review for PTR and Department Chair notified by Dean's Office.	Associate Dean/HHS staff designee
January 14	Reminders sent to Department Chairs and the faculty member under review.	Associate Dean/HHS staff designee
March 24	The faculty member under review submits following documents to Faculty Success: <ul style="list-style-type: none"> • Current year Annual Activity Report • Updated CV • <i>Optional</i> summary of accomplishments for 5-year period covered by review 	The faculty member under review
March 29	Upload previous 4 Annual Review Documents to Faculty Success including: <ul style="list-style-type: none"> • Workloads • Annual Activity Reports • Evaluations by Department Peer Review Committees, Department Chair, and Dean 	Department Chair/Department Staff Designee
April 1	PTR Committee members must have completed post-tenure review training in preparation for deliberations: https://myapps.northcarolina.edu/academicaffairs/faculty/tenure-training/?=https://myapps.northcarolina.edu/academicaffairs	PTR Committee Members
April 28	PTR Committee submits final evaluation to Faculty Success (no PTR form required).	PTR Committee Chair
May 30	Department Chair submits final evaluation to Faculty Success	Department Chair
June 1 – June 15	Dean and Department Chair meet with any faculty member(s) receiving 'unsatisfactory cumulative review' to discuss results and recommendations. Other faculty under review for PTR may request a meeting.	Dean/Department Chair/Faculty
June 30	Dean submits final report of PTR results to Senior Vice Provost. The report includes names of faculty members undergoing PTR, their rank, department and final recommendations. An attachment will be included with committee members participating in each review.	Dean