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DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

Procedure Number:	ISyE P 19.1
Subject:	Post-Tenure Review
Date Issued:	12/13/2019
Supersedes:	April 2018
Written by:	ISyE Chair and Faculty Affairs Committee
Approved by:	ISyE Department Committee
Review/Approved Date:	12/13/2019

1. Purpose:

The purpose of this procedure is to define the goals and steps that the Industrial and Systems Engineering (ISyE) Department follows in undertaking a post-tenure review of departmental faculty members.

2. Scope:

This procedure applies to ISyE Chair, the ISyE Executive Committee, possibly outside department chairs, and ISyE Department Office Staff who are responsible for and/or involved in conducting, documenting, and filing records of a post-tenure review.

In accordance with RPD 20-9 and FPP Chapter 7, each tenured faculty member must be reviewed every five years after promotion to tenure or hire with tenure unless delayed because the faculty member is on leave or because his or her promotion to Full Professor is anticipated for the following year.

NOTE 1: The purpose of the post-tenure review of tenured faculty members is to assess periodically each faculty member's activities and performance, in accordance with the mission of the department, college, and institution in such a way as to determine the extent to which the faculty member is meeting his or her obligations to the University and the State of Wisconsin, and to recognize the faculty member's contributions, and to encourage the enrichment of faculty members' skills. Only the provost can authorize exceptions to the "at least once every five year" schedule.

3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
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Other Documents

- FP&P: 7.17: Review of Tenured Policy: https://secfac.wisc.edu/governance/faculty-legislation/fpp_ch_7/#7.17.

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- Regent Policy Document 20-9: Periodic Post-Tenure Review in Support of Tenured Faculty Development: <https://www.wisconsin.edu/regents/policies/periodic-post-tenure-review-in-support-of-tenured-faculty-development/>

4. Procedure:

Post-Tenure Review Committee

4.1 At the beginning of each spring semester, the ISyE Department Chair works in consultation with each faculty member scheduled for her or his post-tenure review for the next academic year and establishes the membership of the review committee. See Notes 2, 3 and 4. A list of faculty members who must complete the five-year review in the following year is included in the Department Chair's annual report to the College.

NOTE 2: In the case where the ISyE Department Chair is the faculty member under review, the ISyE Committee of Full Professors, in consultation with the faculty member under review, selects the reviewers.

NOTE 3: The review committee typically consists of two faculty members from the ISyE Executive Committee. Where possible, the chair of the review committee is a Full Professor with her or his main tenure home in ISyE, and who has already had an ISyE post-tenure review. Also, where possible, post-tenure reviews of Full Professors in ISyE are done only by other Full Professors. In the case of a faculty member with salaried appointments (not affiliations) in more than one department, the department chairs of the affected departments shall agree on procedures for the conduct of the review, and the possible addition of a tenured faculty member from the outside department to serve on the review committee.

NOTE 4: No individual shall serve as a reviewer if the faculty member under review formally objects to his or her service in that capacity. In such cases, the ISyE Department chair, in consultation with the faculty member under review, identifies an alternative reviewer who is mutually agreeable. In the case where the ISyE Department Chair is the faculty member under review, the ISyE Committee of Full Professors in consultation with the faculty member under review, identifies an alternative reviewer who is mutually agreeable. Such formal objections should be kept confidential.

Criteria and Review Materials

4.2 Approximately three months prior to the time the committee report is scheduled to be presented to the ISyE Executive Committee (which is typically at the December Executive Committee meeting), the chair of the review committee shall request the faculty member under review to provide the following information to the review committee within 2 to 3 weeks from the date of this request:

- Activity reports for the last five years, including teaching evaluations or summaries of evaluations.
- Workload assignment summary for the last five years (unless already included in the annual activity reports).

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- A self assessment of the last five years and brief summary of career plans for the future.
- A current CV, including a list of publications and research grants.
- Other materials providing evidence of the faculty member's accomplishments and contributions that the department or the faculty member feel are relevant to the review. See Notes 5 and 6, and 4.11.

NOTE 5: Letters from outside the University will not ordinarily be a part of the review process. The faculty member under review, however, may submit appropriate letters to the review committee if she or he so chooses.

Note 6: Post-tenure reviews may be combined with promotion or other reviews including but not limited to nominations for chaired professorships, major teaching awards, and national professional honors or awards. In the case of combined reviews, the department may require supplementary documentation from the faculty member.

Post-Tenure Review Process

4.3 After receiving the requested information from the faculty member under review, the chair of the review committee convenes the committee to examine materials to the degree needed to accomplish the purposes of this review (See Note 1), determine the process of evaluation to be followed, to prepare a draft of the written report.

NOTE 7: The Executive Committee of the ISyE Department shall ensure that the criteria and processes governing faculty review do not infringe on the accepted standards of academic freedom of faculty, including the freedom to pursue novel, unpopular, or unfashionable lines of inquiry. Nothing in the criteria or application of these policies shall allow the review to be prejudiced by factors proscribed by applicable state or federal law, such as race, religion, sex, sexual orientation, ethnicity, age, and handicap.

4.4 The members of the review committee work individually and as a team to evaluate the qualitative and quantitative evidence of the faculty member's performance over the period since the last post-tenure review or promotion to tenure, and prepare a complete draft of the written report encompassing the areas of the review process followed, teaching, research and scholarship, service, and conclusions and recommendations.

4.5 The committee will make an assessment on whether the faculty has "exceeded expectations", "met expectations", or "did not meet expectations", for each area, teaching, research and scholarship, and service, in addition to an overall rating consistent with the definitions in Regent's policy 20.9.

4.6 The written report shall follow the following outline:

Teaching

T1. Participation in undergraduate and graduate teaching, including enrollment

T2. Curriculum development

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T3. Awards and indicators of commitment to excellence

T4. Summary of student feedback on instruction

Research

R1. Mentoring Ph.D. or MS students, including climate, culture and movement of students in and out of the research group

R2. Proposals for research support written and awarded

R3. Publications in journals and conferences, including invited presentations

R4. Awards and recognition of commitment to excellence

Service

S1. Leadership and other roles in professional organizations

S2. Contributions to governmental initiatives (panels, reviews etc.)

S3. Participation in department, college or university governance

Overall assessment and evaluation by the committee including ratings

NOTE 8: In making a fair and informed judgment, the review committee may also wish to consult with individuals who have knowledge of the faculty member's work. In such cases, however, the faculty member under review shall be informed of and in agreement with the committee's decision to consult these individuals who are outside the review committee.

4.7 At least thirty days prior to the time the final committee report is scheduled to be presented to the ISyE Executive Committee (which is typically in the following Fall semester, on or before the December Executive Committee meeting), the chair of the review committee provides the faculty member under review with a copy of the written draft report for her or his review and comments, and offers the faculty member an opportunity to meet with the review committee for a discussion about her or his contributions to the profession, the department and the university, and any possible revisions to the report.

4.8 The faculty member reviews the report for accuracy and completeness, determines if she or he wants/needs to meet with the review committee, and decides if she or he wishes to prepare a written response to the written draft report prior to the time the final committee report is scheduled to be presented to the ISyE Executive Committee for approval.

4.9 The chair of the review committee prepares a final draft report (revised as appropriate) and gives it (and any written responses from the faculty member) to the faculty member for final review. If faculty member has any disagreements with the final report the faculty member can appeal to the ISyE Executive Committee in writing for reconsideration prior to the next Executive Committee meeting. The chair of the review committee prepares any approved revisions and gives the report to ISyE Chair and ISyE Department Administrator.

4.10 The ISyE Department Administrator prepares and sends confidential copies of the report (and any attachments) to the members of the ISyE Executive Committee, and ensures that the motion to accept and file the report is placed on the agenda of the

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appropriate ISyE Executive Committee meeting.

- 4.11 The ISyE Executive Committee addresses the motion to accept and file the report. In so doing, the Executive Committee may recommend changes to the report, or actions in addition to the recommendations given in the report.
- 4.12 The ISyE Department Chair forwards the report, CV, other supporting documents and any recommendations for action in response to the results of the review to the Dean's Office prior to the March deadline for transmittal to the provost. If revisions are requested by the Dean, the assigned committee revises the report for the April ISyE Executive Committee meeting.
- 4.13 If the assessment in any of the areas of the review including, teaching, research and scholarship, service, and overall "did not meet expectations" the ISyE Chair meets with the faculty member and discusses strategies for improvements. The ISyE Chair documents the resolutions resulting from the meeting in writing and it is shared with the faculty member and filed for consideration in the next review.

Records of the Review Process

- 4.14 Once the final report is approved by the ISyE Executive Committee, the ISyE Department Administrator places a copy of the final report (revised as appropriate) and any written response to it in the (confidential) personnel file of the faculty member for uses deemed appropriate by the departmental executive committee. A copy of the report and responses is also provided to the CoE Dean's office. The ISyE Department Administrator also preserves in the faculty member's personnel file all documents that played a substantive role in the review (other than documents such as publications that are readily accessible elsewhere), and a record of any action taken as a result of the review.

Concurrent Salary Equity Review

- 4.15 Concurrent with the post-tenure review the ISyE Chair shall conduct a salary equity review according to the procedures specified by the Provost's Office.

END OF PROCEDURE