

# SHP Post-Tenure Review Policy

- I. Kansas Board of Regents and KUMC policies require tenured faculty to undergo a Post-Tenure Review every seven (7) years and as needed (or “triggered”). The review may be triggered by three (3) unsatisfactory annual assessments within a seven (7) year time frame, by request of the faculty member, or by request of the Dean of the School. (See KUMC Policy on Post-Tenure Review).
- II. The Chair of the APT Committee will request the list of faculty who will undergo a scheduled or triggered Post-Tenure Review from the Dean of the School of Health Professions in August of each year.
- III. The APT Committee formally will notify each faculty member who requires a Post-Tenure Review by the second Friday in September. The APT Committee also will provide the Vice Chancellor for Academic Affairs with a list of names for SHP faculty scheduled to undergo a Post-Tenure Review.
- IV. Materials required for the Post-Tenure Review must be submitted by the following January 15<sup>th</sup>, in the same academic year. 
  - a. The faculty member will submit an updated CV for review.
  - b. The faculty member will submit a completed Post-Tenure Review summary document. This form is aligned with the [SHP APT criteria](#). The completed single-spaced 1-3 page document should provide a self-reflective summary of that individual’s teaching, scholarship, service and/or citizenship since tenure was granted or since the last Post-Tenure review. The faculty member’s career trajectory over the past 7 years also should be captured. A template for the Post-Tenure Review document and instructions are available for download from the [SHP APT Committee’s webpage](#). A Post-Tenure Review summary document longer than 3 pages will be returned to the faculty member for revision prior to review.
  - c. The faculty member will submit copies of Annual Faculty Assessments completed by the Department Chair, Associate Dean, or Dean since tenure was granted or since the faculty member’s last Post-Tenure review.
  - d. It is the faculty member’s responsibility to submit all required materials electronically to that faculty member’s private folder on the SHP APT SharePoint site prior to January 15<sup>th</sup>.
- V. The Post-Tenure review will substitute for that faculty member’s regular annual review process for that year.
- VI. A Post-Tenure Review Committee will be appointed from current members of the SHP APT Committee to function as the Post-Tenure review committee. If needed, additional members for the Post-Tenure review committee will be recruited from past members of the SHP APT committee. Voting members of the Post-Tenure review committee will include at least three members; two (2) holding the rank of Associate Professor and one (1) holding the rank of Professor. All members must have tenure status.

- VII. One member of the SHP APT committee will be assigned to conduct a primary review of materials provided for a faculty member undergoing the Post-Tenure review. A different SHP APT committee member will be assigned to review each additional faculty member undergoing Post-Tenure review. The primary reviewer will be tenured and hold the same or higher rank than the faculty member being reviewed. All members of the SHP APT committee independently will review the submitted materials for ongoing contributions and impact in teaching, scholarship, service, and citizenship, while also considering the faculty member's appointment parameters. □
- VIII. The primary reviewer will present the SHP APT Committee with an assessment of the faculty member's activities since the tenure decision or the last post-tenure review.
- IX. All members of the SHP APT Committee will discuss the primary reviewer's assessment in relation to their own review and impressions, categorize a consensus decision into one of two outcomes, and provide a recommendation as stipulated in the KUMC Policy on Post-Tenure Review. □
- A. **Satisfactory.** Recommend the next review be in 7 years. □
- B. **Unsatisfactory.** Depending on the seriousness of the concerns found, an outcome of unsatisfactory will result in a recommendation for either:
1. **Remediation.** Recommend the Department Chair (or other appropriate administrator) and the faculty member develop an individualized remediation plan. Also recommend an appropriate probationary period that will be followed by a repeat review.
  2. **Dismissal.** Recommend initiation of dismissal based on sustained failure to meet academic responsibilities.

A vote then will be taken. A simple majority of the eligible, tenured SHP APT committee members constitutes the basis for the Post-Tenure Review Committee decision and recommendation.

- IX. A written confidential report with decision and recommendation will be submitted by March 1st to the SHP Dean and the faculty member simultaneously. The SHP Dean will in turn submit the report to the Vice Chancellor for Academic Affairs, the Executive Vice Chancellor of the University of Kansas Medical Center, and the Chair of the faculty member's Department.
- X. An unsatisfactory recommendation may be appealed through the University of Kansas Medical Center Appointment, Promotion, and Tenure Appeals Committee. The University of Kansas Medical Center Appeals Committee exists to consider complaints relative to procedural issues. The process for appeals is described in the Handbook for Faculty and Other Unclassified Staff.
- XI. A faculty member's electronic materials will be maintained until the fall after the decision and recommendation have been determined. When appropriate (e.g., an appeal of the recommendation), the faculty member's materials will be stored electronically for five (5) years.