

## SOM Post Tenure Review Policy

*Text in italics indicates elements required by the KUMC policy as approved by the Kansas Board of Regents (KBOR). Plain text indicates policy specific to the School of Medicine (SOM).*

**Purpose:** *Validating and formative*

**Frequency:** *Triggered or routine (every 7 years with adjustment for time taken as sabbatical or other sanctioned leave)*

**Eligible Faculty:** *All faculty members with at least 6 years of tenure at the time of selection for review.*

**Selection Process:** Associate Deans for Faculty Affairs will provide the APT Committee with a list of potential faculty members for review based on the following:

- 1. Triggered by at least 3 unsatisfactory assessments within 7 years*
- 2. Requested by Executive Dean*
- 3. Required as follow up of remediation following unsatisfactory PTR*
- 4. Requested by faculty member*
5. Eligible faculty members selected by random process with adjustment for over-representation by department or other faculty characteristics.

The final list for review will be approved by majority vote of the APT by August 1.

**Notification:** Faculty members to be reviewed will be informed in writing by the chair of the APT Committee by mid-August. This letter will include details of the materials to be submitted, timelines for the review, and information on the process, including outcomes. The Offices of Faculty Affairs will verify notification has been received and notify the department chair. *Annual review will be suspended for the year of PTR.*

**PTR Committee:** The PTR Committee *functions as an ad hoc committee appointed by the School APT Committee and* consists of five tenured professors who have served on the School of Medicine APT Committee. At least one member must be from the Wichita campus, one a clinician, and one a basic scientist. Members will be appointed by the APT Committee by mid-July. Initial appointments will be staggered (two for 3 years, two for 2 years, and one for 1 year). Thereafter one-two new appointment(s) will be made each year for a 3 year term to promote continuity and consistency of reviews. The PTR Committee will elect one member as chair each year. Staff support will be provided through the Offices of Faculty Affairs.

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**Materials:** Faculty member must submit electronically:

- *updated curriculum vitae (CV)* in KUMC format. Faculty members awarded tenure before 2004 may request permission of the PTR Committee Chair to submit a CV in an alternative format.
- *PTR form* (draft attached)
- *Annual assessments for last six years or since last PTR*
- Teaching evaluations from learners. Peer assessments of teaching are strongly encouraged
- Optional - Letters of reference

**Review Process:** The PTR Committee Chair will assign each faculty member's materials to one primary and one secondary reviewer who will each complete an independent assessment (see attached) and present these to the Committee. The PTR Committee will consider and discuss these assessments to develop a final assessment and recommendation to the APT Committee for each faculty member reviewed. The PTR Chair is responsible to ensure that no conflict of interest exists that could influence the fair and impartial review and development of recommendations for each faculty member during the PTR process. The Chair must also ensure that each review is conducted in a professional manner, with appropriate time devoted to each review.

**Review Criteria:** Tenured faculty members are essential to the academic community. They are expected to support core activities and to develop, improve and expand medical school function and reputation through their activities, example, mentorship and leadership. Continual professional growth is expected. PTR review will provide an overall assessment of leadership and contributions to the academic community, including the extent to which the individual is supportive of the institution, department, colleagues and learners and is a role-model for other faculty members.

The PTR review is a peer assessment of academic achievements and contributions to the academic community based on:

1. Teaching: evidence of sustained achievement of (or progression towards) established career level as evidenced by personal teaching activities; educational leadership and innovation; mentoring of faculty members and learners; scholarship in education; contributions to national educational developments; and other factors.
2. Scholarship/Research: evidence of sustained achievement of (or progression towards) established career level in personal and/or collaborative scholarly/research activities;

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leadership and mentoring of individuals and teams; promotion of innovation and expansion of scholarship/research programs; and evidence of national recognition by peers such as selections for study sections, leadership of specialty organizations, selection for editorial boards etc.

3. Service: evidence of leadership within KUSM and/or KUMC and/or national specialty or similar professional organizations. Outstanding professional service such as providing nationally recognized clinical or other professional service programs.

**Outcomes:** For each individual, the PTR will provide a brief narrative assessment and a recommended outcome (see below). The full (bicampus) APT Committee will review the assessment and recommendations of the PRT Committee each year and decide by majority vote on one of the following outcomes for each faculty member:

*Satisfactory:* evidence of sustained appropriate activities and achievements for rank and time in grade, plus realistic plans for next phase of career. Faculty member is provided with non-binding formative feedback. *Scheduled repeat review in 7 years*

*Unsatisfactory with recommendation for remediation:* evidence of activities and achievements not meeting expected level in one or more domains (teaching, research/scholarship, service) and/or evidence of reduction in academic contributions and/or concerns about role in academic community, including professionalism issues. In collaboration with faculty member and chair (or other appropriate supervisor), the Associate Dean for Faculty Affairs will ensure development and implementation of an individualized plan for remediation of concerns generated during the PTR process. Remediation will generally be for one year *unless otherwise specified by the PTR committee and will be followed by a repeat review*. The next scheduled PTR will be 6 years from the time that the objectives established for remediation are successfully met, but an interim PTR may be instituted if concerns persist or new issues arise.

*Unsatisfactory with recommendation for consideration of dismissal:* documented serious issues indicating *sustained failure to meet academic responsibilities* or otherwise damage the academic community. The PTR assessment will be referred to the Executive Dean for consideration of initiation of dismissal proceedings.

Faculty members who fail to provide appropriate information to complete the PTR process or who fail to satisfactorily complete an agreed remediation program in a timely and professional manner will receive an unsatisfactory assessment with further action decided by the APT Committee.

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The APT Chair will *provide a written confidential report on the individual recommendations* to the Executive Dean by May 1. The Executive Dean will make his/her decisions about the outcome for each faculty member by mid-May, consulting as appropriate with the Associate Dean for Faculty Affairs, APT Chair, departmental chair, and Wichita Dean. The Executive Dean will communicate his/her decision to the *individual faculty member, department chair, the APT Committee Chair, Associate Dean for Faculty Affairs, and Vice-Chancellor for Academic Affairs and Executive Vice-Chancellor (also to Wichita Dean if appropriate).*

### **Appeals:**

Unsatisfactory with remediation: no appeal; follow process for unsatisfactory in annual faculty assessment.

Unsatisfactory with consideration for dismissal: follow the appeal system established in *Faculty Handbook* (Handbook P.77 and 83)

**Process Evaluation**: the Associate Deans for Faculty Affairs will provide an annual assessment and recommendations for improvement of the PTR process to the APT Committee and Executive Dean based on feedback from participants, committee members, chairs and others as well as information from the literature and other institutions regarding PTR effectiveness, efficiency, and institutional impact.

### **Timeline:**

By mid-July: PTR Committee appointed and oriented, chair elected

By August: List of faculty members for PTR approved by APT

By August: Individuals notified of requirements for PTR

*January 15: Deadline for submission of materials*

By April 1: Completion of reviews

During April: Joint meeting of the APT committee to consider reviews; Chair of PTR committee attends the meeting.

Early May: APT final recommendations

By mid-May: Decisions by Executive Dean and notifications to individual and chair