

Faculty Handbook Policy for Post-Tenure Review

*For the most recent version, see the Faculty Handbook (FH) online:
<https://www.provost.iastate.edu/faculty-success/faculty-handbook>*

The following selections provide a summary of the Iowa State University Post-Tenure Review process as described in the Faculty Handbook, including the Post-Tenure Review policy, timeline, outcomes, and guiding principles as well as the role of the department chair, college dean, and Senior Vice President and Provost.

5.3.4. Post-Tenure Review Policy

Faculty in each department are charged with developing and implementing a plan for peer review of each tenured faculty member in the unit. The review ought to address the quality of the faculty member's performance in accordance with their Position Responsibility Statement (PRS) in effect during the period of the review in the areas of teaching, research/creative activities, extension and/or professional practice, and institutional service. If applicable, the review ought to also discuss the effectiveness of part-time appointments.

The review must include an overall recommendation of the performance (meeting expectations or below expectations) and result in acknowledgement of contributions. The review may also include suggestions for future development of the faculty member. A faculty member may receive a below expectations review if their performance in any aspect of the PRS is below expectations.

5.3.4.1. Post-Tenure Review Timeline

Post-Tenure Review of each tenured faculty on full-time or part-time appointment will occur under the following guidelines:

- at least every seven years
- at the faculty member's request (but at least five years from last review)
- during the year following two consecutive unsatisfactory annual reviews

Faculty members are exempted from their scheduled Post-Tenure Review if: (a) they are being reviewed for higher rank during the same year, (b) they are within one year of announced retirement or are on phased retirement, or (c) they are faculty members who serve as department chair or whose title contains the term university president, SVPP, or college dean.

5.3.4.2. Post-Tenure Review Outcomes

Based on the outcomes of the Post-Tenure Review, the following actions will be taken:

- **Meeting expectations** - This Post-Tenure Review recommendation may still include suggestions for future development of the faculty member. If a 'meeting expectations' Post-Tenure Review recommendation includes a determination of below expectations performance in any PRS area, then the faculty member will work with the department chair and the chair of the review committee to develop a detailed action plan for performance improvement in those areas. The Action Plan will be signed by all three parties. If agreement on the proposed Action Plan cannot be reached, the Action Plan will be negotiated following the procedures outlined for Action Plan Mediation ([Section 5.1.1.2.2](#)).
- **Below expectations** - This Post-Tenure Review recommendation will include specific recommendations for achieving an acceptable performance evaluation. The faculty member will work with the department chair and the chair of the review committee to develop a detailed action plan for performance improvement in areas deemed 'below expectations'. The Action Plan will be signed by all three parties. If agreement on the proposed Action Plan cannot be reached, the Action Plan will be negotiated following the procedures outlined for Action Plan Mediation ([Section 5.1.1.2.2](#)). Failure to have the performance improvement plan in place by the time of the next academic year's annual performance review may result in a charge of unacceptable performance as defined in the Faculty Conduct Policy ([Section 7.2.2.6.1](#)).

5.3.4.3. Role of the Department Chair

The department chair will take the following actions regarding Post-Tenure Review:

- Review the Post-Tenure Review Report submitted.
- Provide a cover letter to the college dean indicating agreement with the outcome of the report or a detailed explanation if there is disagreement with the report findings. In cases of disagreement, the explanation is also communicated to the post-tenure review committee and the candidate.
- Discuss the Post-Tenure Review Report and its recommendations with the reviewed faculty member.
- Work with the reviewed faculty member and the chair of the review committee to develop the Action Plan for improving performance for those faculty who received a below expectations recommendation. After the Action Plan is agreed upon, it is the responsibility of the department chair and the faculty member to ensure that the Action Plan is implemented. It is the department chair's responsibility to assess the faculty member's performance in accomplishing the Action Plan.
- Forward Post-Tenure Review materials to the college.

5.3.4.4. Role of the College Dean

The college dean will take the following actions regarding Post-Tenure Review:

- Review Post-Tenure Review reports and recommendations submitted for consistency and thoroughness.
- Provide feedback to the department chairs and the college caucus if there are areas that need improvement regarding thoroughness or consistency of Post-Tenure Review processes or reports.
- Forward Post-Tenure Review materials to the Office of the Senior Vice President and Provost.

5.3.4.5. Role of the Senior Vice President and Provost

The SVPP will take the following actions regarding Post-Tenure Review:

- Review Post-Tenure Review reports and recommendations submitted for consistency and thoroughness.
- Provide feedback to the college deans if there are areas that need improvement regarding thoroughness or consistency of Post-Tenure Review processes or reports.

5.3.4.6. Post-Tenure Review Guiding Principles

Post-Tenure Review does not change Iowa State's commitment to academic freedom, nor the circumstances under which tenured faculty can be dismissed from the university.

Grounds for dismissal for adequate cause remain those listed in [Chapter 7 Faculty Conduct Policy](#).

The departmental policy for Post-Tenure Review ought to designate the following:

- participants involved in the review
- review procedures and timelines
- materials to be reviewed
- mechanisms for the faculty member to respond

If an action plan is necessary, it must include at least the following three parts: (1) the justification for the plan, (2) a specific timetable for evaluation of acceptable progress on the plan, and (3) a description of possible consequences for not meeting expectations by the time of that evaluation.

The departmental Post-Tenure Review Policy must be reviewed, approved, and revised by the department in accordance with the departmental, collegiate, and university governance approval process.

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