




DATE: September 24, 2019
TO: Deans
FROM: Andrea J. Romero, Ph.D., Vice Provost for Faculty Affairs 
SUBJECT: Summary Reports on Post-Tenure/Annual Review Process

Each year we compile a report on the outcomes of the annual performance/post-tenure review process, as required by [3.2.06](#) of the University Handbook for Appointed Personnel. These requirements specify that deans and elected college committees will review departmental assessments of faculty to determine the “adequacy, fairness, and integrity of the process,” while also noting that “if deemed appropriate as a result of the audit, the dean may refer files back to the unit peer committee.”

The Provost will review the annual review process and the dean's level audit outcomes, and from that review will report on the number of satisfactory (or better) and unsatisfactory ratings of annual reviews, by unit, to the Faculty Senate each year.

The Summary Reports on faculty reviews that were completed for the 2018 calendar year will be due in the Office of the Provost no later than Monday, October 28, 2019. Copies of the forms can be downloaded from the Vice Provost's website:
<https://facultyaffairs.arizona.edu/content/post-tenure-reviews>

The Summary Report consists of the following elements:

Part I Annual Reviews: A tabulation of the ratings of *tenured* faculty in teaching, scholarship and service, and overall

Part II Dean's Level Audit: A report of the outcomes of the college audit

The college-level audit should include 20% of the annual reviews of tenured faculty that have been done each year so that over a maximum of five years, every file is reviewed by a panel convened by the dean. The Dean's Level Audit should consist of:

- the number of files that were audited,
- any problems that were found and the actions that were taken,
- the makeup of the panel convened by the dean, and
- the number of files sent back to departments for re-examination.

Part III Disposition of Cases with Unsatisfactory Ratings:

Part III.A is a report on tenured faculty who have entered (or will be entering) a Faculty Development Plan due to a rating of unsatisfactory in one or more areas but who received an overall unsatisfactory rating.

Part III.B is a report on tenured faculty who have entered (or will be entering) a Performance Improvement Plan due to an overall unsatisfactory rating or who have had an unsatisfactory completion of a previous Faculty Development Plan

If you have questions, please contact Asya Roberts at 626-0202 or asya@arizona.edu.