August 20, 2007

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The attached Post Tenure Review Policy for ophthalmology is a draft which was approved by a majority of the tenured faculty. Major differences in opinion on how annual reviews and promotions should be evaluated or scored remain to be ironed out.

John W. Cowden, MD
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John W. Cowden, MD
Post-tenure Review
Department of Ophthalmology

The Ophthalmology department has tenured faculty who are primarily involved in patient care and education as well as research and education. The tenured faculty also serve on departmental, institutional and national level committees. The tenured faculty in the Department of Ophthalmology adopted the following policy and guidelines for Post-tenure Review.

Faculty productivity is expected in all three areas: Research/scholarship; Teaching, and service (including patient care). Our department faculties believe that the faculty performance during the post-tenure period should not fall below what is expected to earn tenure. (see attached sheet for Associate professor guidelines for SOM)

Accordingly, the performance should demonstrate quantity, quality and relevance.

These include a) publications in peer reviewed journals, presentations at national and international conferences, and directing externally funded research projects and clinical trials. b) The faculty should be involved in teaching of residents/medical students and/or graduate and undergraduate students and supervising postdoctoral researchers. c) Additionally, the faculty member's record should demonstrate a specific and identifiable area(s) of expertise which will take him/her to national prominence. These may include - editorial board memberships, membership on national committees and review boards, national awards in recognition of research/service endeavors etc.

Annual review

1) Each year the tenured faculty member will submit an annual activity report that will include the research/scholarship, teaching and service (including patient care) activities for the preceding year and plans for following year.

2) There will be an annual review and conference between the tenured faculty member and the department chair to discuss the contents of the activity report and future plans.

3) Following annual conference with the faculty member the Chair will prepare and sign a summary letter to be shared with, and signed by, the faculty member. In that letter, the Chair is to state whether or not the faculty member has had "satisfactory performance" for the previous year.

4) The summary letter signed by both the chair and the tenured faculty member shall become part of the dossier assembled for the 5-year Post-tenure review.

5) The faculty will have an opportunity to discuss the summary letter with the Chair if there is any disagreement between the two with respect to the accomplishments and Chairs concerns if any.

6) If any deficiency is identified with respect to research, teaching and service activities during the annual review, the Chair will discuss them with the faculty and develop appropriate plans so that the faculty member will be able to meet the expectation of his/her job description.
5-Year Post-tenure review

1) At 5 year Post-tenure, the faculty member will submit a collated annual report and evaluations along with a summary statement of research, teaching and service activities for the 5 year period with an updated CV to the Chair.

2) The Chair will ask the departmental P&T committee to review the contents of the 5 year post-tenure dossier. The P&T committee will submit an evaluation report to the Chair.

3) Chair will evaluate the overall 5 year performance of the faculty member satisfactory or unsatisfactory.

4) If the performance is found satisfactory by the Chair a report will be submitted to the SOM Dean and the post-tenure review will be considered complete and new 5-year cycle will begin.

5) The faculty member will have the right of appeal of any evaluations, decisions, or recommendations to the next level of the process.

6) If the overall performance of the faculty member during the 5 year period is found unsatisfactory this information will be submitted to the SOM Dean for further consultation/review and formulation of development plan.

7) The professional development plan will be developed by the faculty member, the departmental P & T committee and a mutually agreed upon mediator from outside the department, and the Chair. The plan will follow the guidelines outlined within the Collected Rules of the University. In accordance with that plan, a faculty member may not appeal the process of the plan. However, he/she may appeal to the next administrative level for help in the formulation of an acceptable development plan.

8) A faculty member with a plan for professional development will submit an annual progress report to the Chair for three successive years after the plan has been initiated. The Chair will review the report and provide a written annual evaluation on the progress of the faculty member toward the objectives stated in the development plan. If the Chair finds satisfactory progress for any two of the three years, the process will cease, and the faculty member will begin a new five-year cycle.

9) If the Chair does not find satisfactory progress in two of the three years of the development plan, the chair will provide the annual reports and evaluations to the Dept P & T committee and the mediator. If the dept P & T committee that includes the mediator finds satisfactory progress in two of the three years of the development plan, the process ceases, and the faculty member will begin a new five-year cycle.

10) If both the chair and the dept P & T committee that includes the mediator do not find satisfactory progress in two of the three years of the development plan, the chair will provide annual reports and evaluations to the dean. If the dean finds satisfactory progress in two of the three years of the development plan, the process ceases, and the faculty member will begin a new five-year cycle. If the dean finds progress to be unsatisfactory, a report will be forwarded to the campus committee on Tenure and Promotion and to the Provost or Vice Chancellor for appropriate action.