

**POST-TENURE REVIEW GUIDELINES
FOR THE DEAN AND DEPARTMENT CHAIRS IN THE
FAMU-FSU COLLEGE OF ENGINEERING ONLY
SPRING 2027**

Materials for the FAMU-FSU College of Engineering are due to the Office of Faculty Development and Advancement by **April 26, 2027**. Departments and the College will set internal deadlines.

Step 1: Department Chairs (with appropriate assistance from staff) complete the following:

- 1. Coversheet**
 - This is the first page of the materials. Do not include any additional title page. Please use only the [Post-Tenure Review Coversheets](#) posted to the Office of the Vice President for Faculty Development and Advancement website.
 - Department Chairs are responsible for completing their section.
- 2. Department Chair Performance Assessment Letter & Other Relevant Records**
 - Department Chairs must review all materials submitted by the Post-Tenure Review participant. They will insert annual evaluations (form **and** narrative) and any findings of an inquiry or investigation of non-compliance with applicable laws or regulations within the scope of their University employment that resulted in disciplinary action issued by the University to the materials. The Office of Faculty Development and Advancement will provide any record of disciplinary action to department chairs/school directors.
 - Department Chairs will prepare and add to the materials a letter assessing the performance of the Post-Tenure Review participant for the five-year review period (**incorporating the required feedback provided by a faculty evaluation committee for in-unit departments**), and certify that any documentation of disciplinary action, academic responsibilities, or performance for the five-year review period have been included in the letter. **(CY 2021, 2022, 2023, 2024, and 2025)**
 - Progress Towards Promotion letters may also be included as well (optional).
- 3. Faculty Response (optional)**
 - Department Chairs must provide a copy of the materials, including their letter, to the Post-Tenure Review participant and allow them five (5) working days to submit a letter of response.
 - If a letter of response is submitted, it must be added to the materials that will be sent to the dean.
- 4. Submit materials to the Dean. Departments and the College will set internal deadlines.**

Step 2: Deans (with appropriate assistance from college staff) add the following:

- 1. Coversheet**
 - The Dean is responsible for completing his section.

2. Dean's Performance Rating Recommendation Letter

- The Dean will write a brief letter to the Provost assessing the level of performance of the Post-Tenure Review participant during the five-year review period and recommending a performance rating. **Deans are encouraged to include input from a college advisory committee of tenured faculty.** Evidence to support the recommended rating must be based on the eligible faculty member's level of achievement during the five-year review period as documented in the submitted materials. The assessment and recommended rating must also include any comments about any disciplinary reports during the five-year review period. **(CY 2021, 2022, 2023, 2024, and 2025)**
- Performance Rating Scale:
 - i. **Exceeds expectations:** a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member's discipline and unit. Evidence of awards, honors, and other criteria identified by academic units as meritorious performance is expected if assigning this rating.
 - ii. **Meets expectations:** expected level of accomplishment compared to faculty across the faculty member's discipline and unit.
 - iii. **Does not meet expectations:** performance falls below the normal range of annual variation in performance compared to faculty across the faculty member's discipline and unit but is capable of improvement.
 - iv. **Unsatisfactory:** failure to meet expectations that reflect disregard or failure to follow previous advice or other efforts to provide correction or assistance, or performance involves incompetence or misconduct as defined in applicable university regulations and policies. Evidence of prior feedback of performance problems with an opportunity to remediate those problems is expected if assigning this rating.

3. Faculty Response (optional)

- The Dean must provide a copy of the materials, including letter and rating, to the post-tenure review participant and allow them five (5) working days to submit a letter of response.
- If a letter of response is submitted, it must be added to the materials that will be sent to the Provost.

Step 3: Submit materials to the Provost by the deadline specified on page 1.

How to Submit Post-Tenure Review Materials

Please let your college staff help to make sure the PTR materials are complete and in the correct order. They will make sure the files are bookmarked and will submit the completed materials through the [Faculty Processes Hub](#) by the deadline specified on page 1.

Staff guidelines for PTR can be [found here](#).