EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT POST-TENURE REVIEWS
POST-TENURE REVIEW

WHY DO WE DO PTRS?
In 1997 the State Legislature required a formal review for all tenured faculty in State Academic Institutions at least every 5 years.

IS THE PTR POLICY A UNC OR SOM POLICY?
Each Institution was required to develop a policy—UNC-CH elected to have each School write its own policy, so this is an SOM Policy.
WHAT COUNTS AS AN SOM PTR?

Any formal review:

1. Promotion reviews for Associate to full tenured Professor
2. Administrative Reviews of Chairs and Center Directors conducted by the Dean’s Office
3. Reviews conducted by the SOM PTR Committee
4. Reviews of tenured Associate Professors conducted by tenured full Professors in the reviewee’s department
HOW DO WE TRACK THE PTR SCHEDULE?

• The Dean’s Office has an Access database of all tenured faculty going back to 1998.

• The database has the last review date and the next review date, plus the outcome of the last review, and when promotions occurred.

• To keep the database accurate and up-to-date, the schedule is sent to the HR Managers every Spring with a request to send back information on new tenured faculty and tenured faculty who have left UNC.

• This also informs the departments who is up for review the next academic year—Chair’s should be given this list each year.
ASSOCIATE PROFESSORS & PTR

There are 3 methods for a tenured Associate Professor to receive a PTR.

• The most common method is a promotion review—nothing is done differently to be counted as a PTR. The promotion review does not have to result in promotion to full Professor to count as a PTR—it just changes the outcome of the PTR.

• If the Assoc. Professor & the Chair decide to delay promotion review, it is then the Chair’s decision whether to conduct a PTR in the department with the tenured full Professors or have the SOM PTR Committee conduct the review.

• Regardless of who conducts the review, the materials turned in by the reviewee and the write-up going back to the reviewee are the same format.
PTR ANNUAL TIMELINE

• 5 year schedules are sent out in the Spring, notifying HR Managers of who is up for PTR in the next academic year.

• Letters notifying reviewees of their upcoming PTR sent out by the Dean’s Office in July—reminders sent in December.

• Chairs should notify the Off. of FALD of the departmental PTR Committee rep no later than September

• Assoc. Prof. being reviewed by SOM PTRC—portfolio due to Chair by Nov. 30th. Full portfolio to FALD Dec. 31st. Dept PTR completed by April. Write-up back to reviewee no later than late May.

• Full Prof. PTR portfolios due to Chairs Jan. 15th. Full portfolio due to FALD January 30th. Write-ups back to reviewees by May/June.
HR MANAGERS RESPONSIBILITIES

- Annual reviewing and updating of the 5 year PTR schedule for the Office of Faculty Affairs & Leadership Development.
- Notifying Chairs of their faculty coming up for PTR in the next academic year.
- Notifying FALD concerning Assoc. Professors coming up for PTR—which review path will be used.
- Checking with Chairs to make sure portfolios are coming into the Chair on time.
- Putting their copy of the final review write-up in the faculty member’s personnel file.