

Template Version 2025

Senate Faculty Review Standards Committee Approval: February 21, 2025

Executive Vice President for Academic Affairs Approval: March 11, 2025

Executive Vice President for Health Sciences Approval: March 11, 2025

University of Utah Department of English Tenured Faculty Review Statement

Approvals and Effective Date

Department of English Tenure-line Faculty: September 26, 2025

Department of English Chair: September 26, 2025

College Dean: October 1, 2025

Senate Faculty Review Standards Committee: October 3, 2025

Cognizant Executive Vice President: November 18, 2025 to become effective on November 18, 2025.

I. Introduction

A Tenured Faculty Review (TFR) helps faculty members in their careers by reviewing each faculty member's contributions to the Department, College, University, and profession. We recognize the need for a regular process for assessing and promoting the development and goals of each tenured faculty member. We understand this process to be part of our collegial responsibility and our collective endeavor to enhance our standing and profile.

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II. Effective Date and Application to Existing Faculty

This statement is effective on the date shown on page 1. A tenured faculty member will be reviewed according to the statement in effect at the time the TFR begins.

III. Review Timing and Review Semester

Tenured Faculty Reviews (TFRs) are conducted every five (5) years, in accordance with the requirements of the Utah Code [53B-2-106.1](#), Utah Board of Higher Education Policy [R481](#), University [Policy 6-321](#), and this TFR Statement. TFRs are conducted in the Spring semester.

IV. Relationship to Other Processes

In the course of a review of a tenured faculty member, as described in policy, if an issue arises that is governed by another regulation, that issue should proceed separately as appropriate under the relevant regulation and procedure.

V. TFR Rating Scale, Standards, and Criteria, and Evidence

A. Rating Scale

The Department will use a two-level scale of standards for evaluating performance: satisfactory and not satisfactory.

B. Standards

The TFR shall result in a determination of whether the reviewed faculty member is meeting the expectations for a tenured member in the Department as defined below.

A faculty member shall be considered to be meeting the expectations of a tenured faculty member in this Department with a minimum rating of satisfactory in the applicable criteria areas of research/creative activity, teaching, and service.

C. TFR Criteria and Evidence

Areas considered in TFR are performance in (a) research/creative activity; (b) teaching; and (c) service to the University, profession, and/or public. Each area in a TFR should be evaluated in light of the written academic unit workload policy and the reviewed faculty member's written workload agreement (if present).

1. Evidence of Research/Creative Activity

Tenured faculty members are expected to contribute to the research mission of the University through engagement in a sustained research/creative activity program, which includes some or all of the following, but is not limited to:

- a) A record of publications in impactful and peer-reviewed outlets appropriate to one's field
- b) A record of dissemination of creative activity in high quality, peer-reviewed venues
- c) Record of applying for research funding

- d) Invited or peer-reviewed presentations at conferences and other forums to share one's research/creative activity
- e) Awards and honors for research/creative activity

2. Summary rating scale for research/creative activity

- a) Satisfactory: The reviewed faculty member has made acceptable contributions in one or more topic areas of research/creative activity. The quality and quantity of research/creative activity reflect a coherent agenda in at least one topic area and suggest that future contributions will continue to be at least satisfactory.
- b) Not Satisfactory: The reviewed faculty member has made insufficient contributions in research/creative activity.

3. Evidence of Teaching

Tenured faculty members are expected to contribute to the teaching mission of the Department and University through sustained engagement in course instruction, curriculum/program development, and student advising and mentoring, which includes some or all of the following, but is not limited to:

- a) Consistently high-quality course instruction
- b) Course material and curriculum innovations
- c) Consistent record of support of graduate students through completion
- d) Consistent record of support of undergraduate student researchers
- e) Awards and honors for course instruction and/or mentoring

4. Summary rating scale for teaching

- a) Satisfactory: The reviewed faculty member has made acceptable contributions in teaching, and the evidence in the file suggests that future contributions in these areas will continue to be at least satisfactory.
- b) Not Satisfactory: The reviewed faculty member has made insufficient contributions in teaching.

5. Evidence of Service

Tenured faculty members are expected to provide sustained service contributions to the University, the profession, and/or the public, which includes some or all of the following but is not limited to:

- a) Department administration and committee leadership and service
- b) College administration and committee leadership and service
- c) University administration and committee leadership and service
- d) Professional leadership and service
- e) Public or community leadership and service
- f) Awards and honors for leadership and service

6. Summary rating scale for service

- a) Satisfactory: The reviewed faculty member has made acceptable contributions to at least two service areas: the University, the profession, and/or the public, and the evidence in the file suggests that future contributions will continue to be at least satisfactory.
- b) Not Satisfactory: The reviewed faculty member has made insufficient contributions in service.

VI. Tenured Faculty Review (TFR) Committee

The TFR Committee is appointed by the cognizant Executive Vice President with recommendations from the Department Chair and Dean as described by State Law ([§53B-2-106.1](#)) and [Policy 6-321](#).

The TFR Committee consists of the following three subcommittees and at least two tenured faculty peers from outside the unit who may serve on any of the subcommittees:

- Tenured Faculty Peers Subcommittee (TFPS), as described below.
- Academic Unit Leadership Subcommittee (AULS), made up of the Department Chair and Dean or designee(s).
- University Leadership Subcommittee (ULS), made up of the cognizant Executive Vice President and cognizant Associate Vice President for Faculty or designee(s).

No member of the TFR Committee may participate in their own review. A faculty member undergoing a TFR may not serve as chair of the TFPS.

A. Tenured Faculty Peers Subcommittee (TFPS)

1. There is one TFPS to conduct all TFRs for the year.
TFPS membership consists of 3 tenured faculty members from within the Department, recommended annually by the Department Chair.
2. The Department Chair shall select the TFPS Chair from among its membership. The TFPS shall allocate duties as it deems appropriate.
3. If there are not a sufficient number of tenured faculty peers eligible to serve on the TFPS, the Department Chair will consult with the Dean's Office for guidance regarding the "Small Academic Unit Rule" (as described in Policy 6-303).

B. External Tenured Faculty Peers

At least two external tenured faculty peers will serve on the TFPS, AULS, and/or ULS, as follows.

The external tenured faculty peers requirement is fulfilled by the Dean on the AULS and the cognizant associate vice president for faculty (AVP) on the ULS.

If the Dean and/or cognizant AVP are/is from the same Department as the reviewed faculty member(s), the Dean and/or cognizant AVP will select a designee from a different academic unit.

VII. Procedures

A. Notifications

1. By August 15, the Department Chair shall provide notice to the faculty member undergoing a review of (1) the file closing date, (2) the information and materials the faculty member is required to submit for the TFR File, and (3) the faculty member's right to submit any additional information they desire for consideration.
2. By September 15, the membership of the TFPS, AULS, and ULS shall be determined and appointed.
3. By September 30, the Department Chair shall provide notice to the Tenured Faculty Peers Subcommittee of the faculty members due for review.
4. At least three weeks prior to the file closing date, the Department Chair shall provide notice to the Department's faculty and staff of the scheduled reviews for the year, and notify them of the opportunity to submit signed written statements to be included in the TFR file by the specified file closing date.
5. If the reviewed faculty member has a shared appointment in another academic unit (see Policy 6-303 and Policy 6-001), the Department Chair must notify that unit's administrator of the review at least thirty (30) calendar days in advance of the file closing date. The Department Chair shall make the file available to the shared-appointment unit as soon as the file closes, and the shared-appointment unit will submit a report to the Department Chair by ten (10) business days following the file closing date. Any such report will be added to the TFR file and a copy provided to the reviewed faculty member, who shall have the opportunity (but not requirement) to respond.

B. The TFR File

1. The faculty member undergoing a TFR shall submit the following items:
 - a) an updated curriculum vitae;
 - b) a personal statement that includes a description of the tenured faculty member's applicable review criteria (e.g., research/creative activity, teaching, service, librarianship and/or clinical activities) activities engaged in that support the faculty member having met the relevant standards for the TFR, and how an improvement plan or remediation plan has been addressed if applicable;
 - c) evidence of research/creative activity;
 - d) evidence of teaching activity;
 - e) evidence of service activity;
 - f) evidence of any intellectual property owned wholly or partly by the faculty member;
 - g) commercialization efforts attributed to the faculty member, as relevant; and
 - h) any additional evidence the faculty member chooses.
2. The Department Chair shall include the following items in the TFR file as applicable:

- a) the written academic unit workload policy and any tenured faculty member's written workload agreement (redacted as needed);
- b) course feedback reports for the past five years;
- c) at least one peer teaching observation conducted within 3 years prior to the beginning of the TFR;
- d) annual performance reviews since the last TFR or RPT review (dated 2025 or later);
- e) curriculum vitae, reports, and responses from the most recent TFR or RPT review, if applicable;
- f) final documentation from sanctionable violation(s) of university regulations (see Policies [6-321](#) and [6-316](#));
- g) any improvement plan or remediation plan from the most recent TFR review;
- h) a written summary and/or analysis of any research/creative activity, teaching, service, librarianship, and/or clinical contributions by the reviewed faculty member that the Department Chair is aware of as administrator of the Department; and
- i) any signed, written report submitted by the head of the unit with whom a faculty member's appointment is shared, which is due ten (10) business days after the file closing.

3. Faculty Member's Rights Regarding the TFR File

- a) The reviewed faculty member is entitled to see all contents of the TFR file upon request at any time during the review process except any materials protected by confidentiality. The faculty member may respond to any item in the file by written comment submitted within five (5) business days after the specified file closing date. If the file includes a signed written report from a shared-appointment unit, the faculty member may submit a written response within five (5) business days after receipt of the shared-appointment unit report.

C. File Closing

1. The file shall be closed no later than January 31. The file shall be made available to the TFPS only after the faculty member has responded to or waived their opportunity to respond to any item in the file.

D. TFPS Meeting and Report

1. The TFPS meeting shall take place no later than March 1.
2. All TFPS deliberations and documents are personnel actions and should be treated with confidentiality in accordance with University policy and state and federal law.
3. The TFPS will meet to discuss the file and to prepare a draft report rating the faculty member's performance in research/creative activity, teaching, and service.

4. The TFPS report shall include:
 - a) a specific and separate rating of each review criteria area (research/creative activity, teaching, and service; and librarianship and/or clinical work, if applicable), including a specific statement regarding whether the work is at least satisfactory in each criteria area;
 - b) support for the ratings of each review criteria area with analysis of evidence from the file;
 - c) discussion and consideration of any document submitted by the shared-appointment unit, if applicable; and
 - d) if relevant, commendations and/or strategies and recommendations related to a reviewed faculty member's performance in the relevant criteria areas.
5. The TFPS may consult with the faculty member while preparing the report to ensure accuracy of included information or to discuss any contemplated recommendations.
6. Following the TFPS meeting, the draft report must be shared with the members of the TFPS for at least two (2) business days and no more than five (5) business days, and if needed, revised and then approved by the TFPS based on review and received feedback.
7. The draft report, with approved revisions, will become the TFPS Report when approved by vote of a majority of the TFPS. The report will be signed by the TFPS Chair.
8. The TFPS Chair shall send the TFPS Report to the reviewed faculty member, who has the opportunity but not the obligation to respond in writing within seven (7) business days.
9. Following receipt of the reviewed faculty member's response or notification that they do not wish to submit a response, or following seven (7) business days, the TFPS Chair shall send the complete TFR file to the Academic Unit Leadership Subcommittee (AULS).

VIII. Procedures beyond the TFPS Level

Subsequent procedures, including the potential involvement of the University Promotion and Tenure Advisory Committee (UPTAC) and the development of any required improvement or remediation plans, are described in [Policy 6-321](#) and other University Regulations.

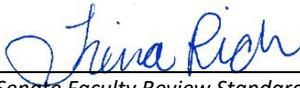
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IX. Appendix A: Statement Approvals



Senate Faculty Review Standards Committee Approval

October 3, 2025

Date



Cognizant Executive Vice President Approval

November 18, 2025

Date