

**RUL 05.67**  
**Physics Department**  
**Post Tenure Review Standards and Procedures**

**Authority:** Provost and Executive Vice Chancellor

**History:** First issued September 14, 2006

**Related Policies:** [Academic Tenure Policy](#); [Post Tenure Review of Faculty](#)

**Related Information:** [Statements of Mutual Expectations](#); [Office of the Provost RPT Website](#),  
[College and Department RPT Rules](#)

**Contact:** Department Head (919-515-2521)

---

## 1. INTRODUCTION

This rule describes the Physics Department's standards and procedures for post tenure review of faculty. It is supplemental to and consistent with the NC State University Academic Tenure Policy and Regulation on Post Tenure Review of Faculty.

## 2. STANDARDS FOR "MEETS EXPECTATIONS" REVIEW

### 2.1 Standards for Associate Professor

Associate Professors are to be evaluated to determine if they meet the expectations set forth in their Statement of Mutual Expectations.

### 2.2 Standards for Professor

Professors are to be evaluated to determine if they meet the expectations set forth in their Statement of Mutual Expectations.

## 3. PROCEDURES

### 3.1 Post Tenure Review Committee (PTRC) Selection

The PTRC shall consist of three tenured faculty members elected by the tenured faculty of the Physics Department. PTRC members will serve staggered three-year terms with one new member being elected each year. All tenured Physics Department faculty are eligible to serve on the PTRC. If a member of the PTRC is due to be reviewed then they shall recuse themselves for their reviews and the senior member of the Departmental Advisory Committee (DAC) will serve as the third member of the PTRC for that review only.

The election shall be held at the beginning of the academic year in conjunction with the election for the DAC and shall be overseen by the senior remaining member of the DAC. Nominations will be solicited during the first two weeks of the fall term. Reasonable effort should be made to get at least two nominees for the PTRC position. Elections should be held in the third week of the semester. A candidate will be considered elected if a majority of eligible voters has voted and the candidate receives a majority of the votes cast. If these conditions are not met then a runoff election will be held during the next week. The two candidates receiving the most votes will be eligible for the runoff. In case of a tie, the senior member of the DAC will arrange for the potential candidates to draw straws to determine who will run. For a candidate to be elected, a majority of eligible voters must have participated. In case of a vacancy on the PTRC, the Department Head after consultation with the DAC shall appoint a replacement to serve until the next PTRC election. At that time a new member will be elected to complete the term for that position.

## 3.2 Post Tenure Review Committee Operations

### 3.2.1. Meeting Schedule.

In any given academic year, the member of the PTRC who is serving for his or her last year will chair the committee. The Chair will be responsible for scheduling all meetings, coordinating with the Department Head, and preparing and transmitting any reports from the committee to the Head and to the faculty members who were reviewed. After the election of the new PTRC member, the PTRC will meet with the Department Head early in the fall semester to determine who will be reviewed during that year and what the schedule will be. The main review will be held in the spring after the Department has assembled the package of materials from each faculty member to be reviewed. The PTRC should have at least two weeks between the time they receive the written packages and any review meeting.

### 3.2.2 Determination of “Meets” or “Does Not Meet”

The Physics Department Promotion, Tenure, and Review Guidelines describe the high standards applied in hiring new faculty and in granting tenure and promotion to continuing faculty. The granting of tenure to a faculty member is a rigorous process, requiring a clear demonstration that the appropriate standards have been met. The Physics Department endorses the concept that, following the granting of tenure, each faculty member will continue to maintain effective contributions to the department, college, and university that are consistent with the general guidelines used in granting tenure. To assure that the high standards employed in the promotion and tenure processes are maintained throughout a faculty member's professional career, a Post Tenure Review Committee (PTRC) consisting of three tenured faculty members will assess the performance of individual tenured faculty members according to the University's defined procedures. This review is in addition to the periodic reviews by the Department Head and to the submission of the annual activity report by each faculty member.

In general, tenured faculty members are expected to maintain an effective contribution to the University through an appropriate combination of teaching, research, extension, and/or service activities. It is fully recognized that the emphasis or mixture of activities may shift over time, but throughout their careers they have an obligation to maintain a productive contribution to the well-being of the students, department, college and university.

Teaching, research, extension activities and service are the fundamental activities of a faculty member, and each faculty member is expected to make significant contributions in at least one of these areas and a total effort consistent with full-time employment. A faculty member who achieves these standards would be deemed to meet the performance criteria. A decision by the PTRC that the faculty member does not meet the performance criteria will result in an assessment that the faculty member is not maintaining an adequate level of professional contributions to the University. Circumstances that would cause a decision that a faculty member does not meet performance criteria consist of:

- Consistent evaluations of instruction which are unsatisfactory.
- A reduction in productivity in one area of activity resulting in an overall level of performance inconsistent with a full time effort, and which is not compensated by an increase in productivity in another area.

The procedures to be followed when a faculty member is found to not meet the performance criteria are specified in regulation 05.20.4:

<http://www.ncsu.edu/policies/employment/epa/REG715.00.17.php>

### 3.2.3. Report to Department Head/Chair

After all decisions are made the PTRC will meet with the Department Head to report its findings. The PTRC shall also provide written assessment to both the faculty member and the Department Head as to whether the faculty member meets or does not meet the performance criteria. When the faculty member does not meet the performance criteria the PTRC will follow University procedures as described in regulation 05.20.4. All deliberations and reports will be held confidentially by the PTRC members.

### 3.3. Material Submitted by Faculty Member under Review

The faculty member under review shall submit to the PTRC a current curriculum vitae, a summary of teaching evaluations for three recent years (both peer and student evaluations) and a Statement of Mutual Expectations. These materials may be supplemented as the candidate sees fit.

### 3.4 Departmental Post Tenure Review Schedule

The Head will announce the PTRC schedule at the first general faculty meeting of the academic year and will inform the faculty members to be reviewed prior to this announcement.