



ELIZABETH CITY STATE UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS

2019-20 POST TENURE REVIEW

TIMELINE FOR PROCESS

DEADLINE	ACTION
SEPTEMBER 13, 2019	The Associate Vice Chancellor for Academic Affairs will send notification letters to all tenured faculty members scheduled to participate in the Post-Tenure review process.
NO LATER THAN SEPTEMBER 27, 2019	Associate Vice Chancellor for Academic Affairs will provide training for all members of the Post Tenure Review Committees (PTRC).
DECEMBER 6, 2019	Faculty members under review must submit to their department chair a comprehensive portfolio as specified in the Post Tenure Review Policy (300.2.1.2).
NO LATER THAN JANUARY 22, 2020	Department Chairs will forward portfolios to departmental PTRC chair.
JANUARY 24, 2020	Chair of PTRC, in consultation with the faculty, will develop a classroom visitation schedule.
JANUARY 27 - FEBRUARY 7, 2020	PTRC will review faculty portfolios
JANUARY 27 - FEBRUARY 7, 2020	PTRC will conduct classroom observations
WEEK OF FEBRUARY 10-14, 2020	PTRC meets, compiles evaluation data, and writes evaluation reports.
WEEK OF FEBRUARY 17-21, 2020	The PTRC will meet with each faculty member to discuss the review. Faculty members must sign the PTR evaluation report and indicate agreement or disagreement.
WITHIN 10 WORKING DAYS FROM DATE OF MEETING WITH PTRC- NO LATER THAN MARCH 6, 2020	Each faculty member will have the option of submitting to the PTRC a written response to the Post Tenure Review Evaluation Report.
WITHIN 5 WORKING DAYS- NO LATER THAN MARCH 13, 2020	After reviewing any responses, the PTRC provides a written assessment and recommendation to the department chairpersons.
BY MARCH 27, 2020	The Department Chair consults with the PTRC on post-tenure review outcomes in rendering his or her evaluation of the faculty member under review.
NO LATER THAN APRIL 3, 2020	The Department Chairs deliver a copy of the Post Tenure Review Evaluation Report for each participating faculty member to the Dean, acknowledging the department's completion of the post-tenure review process.
NO LATER THAN APRIL 9, 2020	The Dean completes and submits his or her evaluative review to the Associate Vice Chancellor for Academic Affairs, in addition to the review conducted by the PTRC and the Department Chairs.
NO LATER THAN APRIL 20, 2020	The Associate Vice Chancellor for Academic Affairs provides the Provost acknowledgement of review completion, provides each faculty under review written notification of the evaluation

	results, and informs them of their next review as required by the Post Tenure Review Policy.
NO LATER THAN APRIL 24, 2020	For faculty members receiving deficient/poor ratings in the review process, an Individual Development Plan must be completed as specified by the Post Tenure Review Policy. (300.2.1.2)
APRIL 20 - 24, 2020	Faculty members, in consultation with their department chairs, will develop a five-year plan as specified by the Post Tenure Review Policy.
APRIL 30, 2020	Faculty members will submit final five-year plan to their Department Chair.
MAY 4, 2020	Deans will submit each faculty's five-year plan to the Office of the Provost and Vice Chancellor for Academic Affairs.

GEP 08/12/19