

**DEPARTMENT OF ANTHROPOLOGY
FLORIDA ATLANTIC UNIVERSITY**

POST TENURE REVIEW GUIDELINES

Post Tenure Review (PTR) is a periodic assessment of tenured faculty that evaluates faculty accomplishments over a period of multiple years.

General Information

The University requires that tenured faculty members receive a Post Tenure Review on a five-year cycle post tenure. The major objectives of this evaluation are to:

Document performance during the previous five (5) years of assigned duties

Recognize and reward sustained excellence in teaching, research, and/or service

Identify and address performance that fails to meet expectations in teaching, research, and/or service

consist of all full professors in the unit. Should there be less than three faculty to constitute a committee, the chair and full professors in anthropology will select professors within the college at the appropriate rank to serve in the role.

3. The PTR Advisory Committee will meet, review the contents of the submitted documents, and holistically review the faculty member's performance over the five-year review period. Voting, if needed and as determined by the committee, will be by secret ballot.
4. The chair of the PTR Advisory Committee will write a concise memorandum to the department chair, outlining the committee's recommendation for the evaluation and PTR performance of the faculty member under review.
5. The department chair shall independently review the faculty member's PTR file, the PTR Advisory Committee's recommendation, and take into account any additional information within the faculty member's personnel file (e.g., findings of a completed and substantiated non-compliance with pertinent laws or university regulations; substantiated, excessive unapproved absences that impact performance; disciplinary actions by the university).
6. The chair will provide a PTR report and recommended performance rating for the faculty member. This report/recommendation is added to the PTR file and a copy is provided to the faculty member. The chair's report must include any additional personnel information (as outlined in number 5 above) utilized in the overall recommended performance rating.
7. The faculty member may respond to, or rebut, the PTR recommendations provided by the chair within five business days. Such response is not required, but if one is provided it is included PTR file. The PTR file is subsequently sent to the Dean's office.
8. After five business days, the PTR file is sent to the College Dean's office.

Articulation of Departmental Criteria for Evaluation

The PTR performance evaluation recommendations focus on **three core areas**: Teaching and other instructional activities; Research, scholarship, and creative accomplishment; and Service. The Department PTR Advisory Committee offers an independent evaluation based on information provided in the CV, prior assignments and evaluations over the review period, and the faculty narrative. In general, the PTR process is focused on providing a recommended rating of the faculty member's performance over the prior five-year period in Teaching, Research, and Service. Below are the most generally important elements to be evaluated in the PTR process.

1. Teaching

Teaching is evaluated holistically and may involve a variety of instruction-based activities and indicators. In addition to Student Perception of Teaching (SPOT) scores, overall teaching

evaluation may include the following:

- Directed independent studies (DIS)
- Undergraduate research curricular instruction
- Internship supervision
- Graduate and undergraduate thesis supervision
- Dissertation supervision
- Thesis committee participation
- Dissertation committee participation
- New course preparation
- Field and/or laboratory-based instructional activities
- Community engaged curricular instruction

2. Research

Research may include the following:

- Scholarly publications: books, articles in peer-reviewed journals, chapters in scholarly books
- Internal grants
- External grants
- Ongoing field and laboratory work
- Creative work such as museum exhibitions
- Conference presentations
- Undergraduate research supervision
- Community engaged research

3. Service

Service may take various forms and involve a number of assigned and voluntary activities within the university, profession, local community and K-12 and other educational environments.

University service may include:

- Chair or other officer on university/college/department committees, councils, assemblies and/or senates of recognized importance to university governance and operation
- Member on university/college/department committees, councils, assemblies and/or senates of recognized importance to university governance and operation
- Undergraduate research activities that address the mission and strategic goals of the university

Professional service may include:
Appointed or elected ed

