

**Subject:** 2023-2024 Post-Tenure Review Updates and Deadlines

**Date:** Monday, August 14, 2023 at 2:30:25 PM Eastern Daylight Time

**From:** UGA Administrative Memos

**To:** ADMNDIRECTORS-L@LISTSERV.UGA.EDU

**TO:** Vice Presidents, Deans, Department Heads, and Directors

**FROM:** Elizabeth Weeks, Associate Provost for Faculty Affairs

**RE:** 2023-2024 Post-Tenure Review Updates and Deadlines

**POST-TENURE REVIEW:** Revisions to [UGA Academic Affairs Policy Manual 1.06-4](#), Post Tenure Review are effective August 1, 2023. Key changes include:

- The evaluation must address the faculty member’s accomplishments related to teaching; research, scholarship, or creative works; and service, including student success activities across those areas of effort, as appropriate.
- Reviews shall occur once every five years after tenure or promotion has been granted unless the five-year period is interrupted for reasons listed in the policy, including a faculty member electing early, voluntary post-tenure review.
- The dossier shall incorporate findings, in summary form, from the faculty member’s annual reviews from the years since the approval of tenure or the last post-tenure review.
  - Prior years’ Annual Written Evaluations are not required to be included verbatim in dossiers submitted during the 2023-2024 cycle as the revised Written Annual Evaluation policy, [AAPM 1.06-1](#), will not be reflected until Spring 2024 annual evaluations.
  - Beginning with the 2024-2025 cycle, one prior year evaluation (of calendar year 2023 performance) must be included verbatim in post-tenure review dossiers. Additional annual evaluations will be added in subsequent cycles (e.g., 2025 – 2026 dossiers will include two prior evaluations; 2026 – 2027 dossiers will include three prior evaluations).
  - If a faculty member has received an evaluation of “meets expectations or above” on each category of their annual evaluation for five consecutive years, they may elect to submit the compiled annual evaluations as their post-tenure review dossier, along with additional supporting materials.
- If the result of the post-tenure review is unsatisfactory, the promotion and tenure unit (PTU) head and Dean, in consultation with the faculty member and the unit-level faculty Post-tenure Review Committee, must develop a one-year Performance Improvement Plan (PIP).
  - The PIP’s goals or outcomes must be reasonable, achievable within the timeframe, and reflect the essential duties of the faculty member. Remediation cannot be required of a faculty member outside of their contract period.
  - The PIP must be approved by the Dean and submitted to the Office of Faculty Affairs.
  - Assessment of the PIP will take the place of the next year’s annual review in the focus area(s) of the PIP.
- In addition, per [UGA Academic Affairs Policy Manual 1.16](#), Review of Administrators, academic administrators who hold faculty rank in an academic unit and are tenured must receive periodic comprehensive evaluation, according to the timeframes and procedures in the policy and unit-level guidelines.

The deadline for completing post-tenure reviews is adjusted to allow maximum opportunity for a faculty member who requires a PIP to perform under the plan before the next annual evaluation cycle. Accordingly, all faculty who must be evaluated for post-tenure review in 2023-2024 should be reviewed no later than **Friday, March 29, 2024**, the same deadline as faculty Written Annual Evaluations.

**POST-TENURE REVIEW SURVEY:** Per AAPM 1.06-4 (Section IV, Item C), at the end of every academic year each dean or unit leader with tenured faculty shall receive a report from the PTU head listing the names of faculty members reviewed during that academic year and summarizing the outcomes of those reviews. To document this outcome data for the University of Georgia, a [survey in Smartsheet format](#) is provided. Please return the completed [survey](#) for your school/college by **Friday, April 26, 2024**.

The University System of Georgia will be requiring additional reporting on faculty annual evaluations and post-tenure review through a new module of OneUSG Connect. The new module will be launched in Fall 2023 and effective for Spring 2024. Additional details to follow as they become available.

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*Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Mike Wooten, [mwooten@uga.edu](mailto:mwooten@uga.edu)*