

Department of Food, Bioprocessing and Nutrition Sciences Post Tenure Review Standards and Procedures

Authority: Provost and Executive Vice Chancellor

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Related Policies:

UNC Policy 400.3.3 [Performance Review of Tenured Faculty](#)

NCSU POL 05.20.1 [Academic Tenure Policy](#)

NCSU REG 05.20.4 [Post Tenure Review of Faculty](#)

NCSU REG 05.20.27 [Statements of Mutual Expectations](#)

NCSU REG 05.20.10 [Evaluation of Teaching](#)

Related Information:

[Office of the Provost RPT Website](#)

[College and Department RPT Rules](#)

[NC State Guide on Peer Review of Teaching](#)

Contact: Department Head (919-515-2951)

1. INTRODUCTION

This rule describes standards and procedures of the Department of Food, Bioprocessing and Nutrition Sciences for post tenure review of faculty. It supplements NC State University's Academic Tenure Policy and Regulation on Post Tenure Review of Faculty. To the extent of any inconsistency, the Academic Tenure Policy and Post Tenure Review Regulation takes priority. The Department Head is responsible for assuring that the procedures as set forth in NC State's [REG 05.20.4](#) and this Rule are followed.

2. POST TENURE REVIEW COMMITTEE (PTRC)

2.1 Selection of Committee

2.1.1 The PTRC will be composed of three tenured faculty with three-year terms.

2.1.2 All tenured faculty in the department are eligible to serve on the PTRC, unless they will be reviewed during the term.

2.1.3 The department head will recommend possible candidates for the PTRC to the tenured faculty for election.

2.1.4 The PTRC shall be elected in the spring prior to June 30.

2.1.5 The initial PTRC will have one member serving for a one-year term, one member serving for two years, and one member serving for three years.

2.1.6 The member with the one-year term will serve as the PTRC chair.

2.1.7 In following years, one new member will be elected to replace the PTRC member with the expiring term.

2.2 Selection of Committee Chair

- 2.2.1 In any given academic year, the member of the PTRC who is serving for his/her last year will chair the committee. The PTRC Chair should familiarize himself or herself with the applicable committee policies and regulations and rule.

2.3 Meeting Schedule

- 2.3.1 At the beginning of each academic year, the PTRC, in consultation with the department head, will review the names of faculty that are to be reviewed in the current academic year.
- 2.3.2 The Department Head will be responsible for informing faculty members, who are scheduled to be reviewed.
- 2.3.3 The PTRC Committee Chair is responsible for scheduling the PTRC meetings and for providing the written results of each review to the Department Head.
- 2.3.4 The Department Head, PTRC Chair, and PTRC members must follow the university [REG 05.20.4](#)

3. DOCUMENTATION PROVIDED TO THE PTRC

The documentation provided to the PTRC is set forth in section 5.2 of university [REG 05.20.4](#). If not specifically mentioned in [REG 05.20.4](#), additional documents required by the departmental PTRC are:

- 3.1. Copies of all Faculty Activity Reports covering the full review period.
- 3.2. Copies of each faculty member's "Peer Review of Teaching" for the full review period.
- 3.3 A brief self-evaluation document prepared by the faculty being reviewed.

4. ADDITIONAL PROCEDURES REQUIRED BY DEPARTMENT

Upon receipt of the written assessment from the Department Head, the faculty member under review will document receipt by signature. The PTRC's written assessment of each review is given to the Department Head by the PTRC Chair (2.3.3).

5. PERFORMANCE STANDARDS

5.1 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. In the areas of teaching, research, extension and service, the following general criteria will serve as guidelines for evaluation of contributions for purposes of PTR review:

- 5.1.1. The individual demonstrates quality of teaching (encompassing both instruction and advising) by providing evidence of the following: (a.) the effective delivery of instruction to and the stimulation of learning by students and/or clients, (b.) the effort to improve courses or instructional programs, and (c.) the effective advising and mentoring of undergraduate and/or graduate students.

- 5.1.2. The individual demonstrates quality of research by providing evidence of (a.) furthering of, or original contributions, to knowledge through discovery or application resulting from the individual's research and/or (b.) creative activities and productions that are related to the individual's discipline.
- 5.1.3. The individual demonstrates quality of extension programming by providing evidence of (a.) contributions to the food processing industry that make use of the faculty member's academic or professional expertise and/or (b.) contributions to enhancing the competencies of county extension faculty.
- 5.1.4. The individual demonstrates quality of service by (a.) contributions to the welfare of the department, college, university, or profession and (b.) professional contributions to local, state, federal agencies, and organizations

5.2 Standards for Professor

Professors are to be evaluated to determine if they meet the expectations set forth in their Statement of Mutual Expectations. In the areas of teaching, research, extension and service, the general standards detailed for Associate Professors (5.1.1 – 5.1.4) apply to the post tenure review of professors.