



Department of Biology Post-tenure Review Guidelines

Procedure: Each tenured faculty member will complete the Tenure Performance Review Form (TPRF) below annually and submit it with their F2.08 to the Chair for record keeping. During the review year, the TPRFs from the preceding five years will be reviewed by the tenured faculty. The tenured faculty will vote on whether the faculty member under review has met the minimum standards of performance.

Requirement: Each tenured faculty member needs to complete at least 5-6 teaching, service, and research activities each year to meet the Biology Departments minimum standards. The departmental expectation is that faculty will complete at least one activity annually from each of the three areas over the five-year evaluation period. If deemed necessary by the faculty member, appropriate activities not appearing on the form may also be listed. In addition, the teaching portion of F2.08 must average at least 3 out of 5 over the five-year post-tenured review period.

Tenure Performance Review Form

Please provide a brief description of the activities that were completed.

Name: _____

Year: _____

	Teaching
	1. Development of a new course or major revision of existing course
	2. Participation in a workshop or formal teaching development activities
	3. Offering reading or seminar courses
	Service
	1. University level or college level committee service.
	2. Service on the Faculty Senate
	3. Departmental committee service or administrative duties
	4. Reviewing manuscripts for peer reviewed journals, book chapters, and/or grant proposals
	5. Professional service activities such as journal editor, grant review panel, organization officer, etc.
	6. Activities supporting local, regional, state or national conferences, workshops or seminars (e.g., organizing committee, session chair, etc.)
	7. Serving as external reviewer for promotion & tenure application or program improvement review
	8. Formal undergraduate student advising.
	9. Writing letters of recommendation for students for scholarship, graduate or professional programs, etc.
	10. Student support activities such as student club sponsor (e.g., TriBeta, etc.)
	11. Community outreach in a professional capacity (e.g., science fair judging, community presentations, service on community committees, etc.)
	12. Unreimbursed professional consulting outside of the university.
	Research
	1. Graduate thesis advisor.
	2. Service on Master's or Doctoral committee.
	3. Supervision of student research.
	4. Grant or contract proposal development and submission.
	5. Grant or contract award.
	6. Book, book chapter, or peer-reviewed article submission.
	7. Book, book chapter, or peer-reviewed article publication.
	8. Local, regional, state, or national presentations relating to research