

 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-3-220
POLICY TITLE: Tenure and Post Tenure Review Policy	EFFECTIVE DATE: December 2, 2025
RESPONSIBLE DEPARTMENT: Office of Provost and Senior Vice President for Academic Affairs	Faculty

(A) PURPOSE

The purpose of this policy is to delineate the process by which a faculty member can obtain tenure and undergo post tenure review upon the receipt of unsatisfactory Annual Performance Evaluations.

(B) SCOPE

This policy applies to all full-time tenured and tenure track salaried faculty functions in support of and coordination with the University Faculty Bylaws – Appendix B: Appointment, Promotion, and Tenure.

(C) DEFINITIONS

See University Faculty Bylaws – Appendix B: Appointment, Promotion, and Tenure for all defined terms within this policy.

(D) POLICY STATEMENT

- (1) Tenure is awarded to tenure track faculty through the process set forth in the University Faculty Bylaws -- Appendix B: Appointment, Promotion, and Tenure, which is adopted as part of this policy as if fully rewritten herein.
- (2) Tenured faculty will be subject to post-tenure review upon the following occurrences:
 - (a) failure to meet the Teaching or Research Expectations set forth in the Faculty Workload Policy; or
 - (b) a decision by the Department Chair, Dean, or Provost that post-tenure review is warranted based on a documented and sustained record of significant underperformance outside of the faculty member's annual performance evaluation. Post-tenure review, for this purpose, shall not be

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based on a faculty member's allowable expression of academic freedom as defined by the University or Ohio law.

(3) The following procedures will be followed when post-tenure review is required:

- (a) The post-tenure review process is not a disciplinary process and is not subject to the procedures set forth in Appendix D of the University Faculty Bylaws.
- (b) A comprehensive post-tenure review shall be initiated upon the recommendation of the Department Chair and approved by the respective Dean.
- (c) Review Materials
 - (i) The faculty member under review shall submit a current Curriculum Vitae, a listing of all courses taught over the previous six (6) years, a summary statement of professional and scholarly activities and accomplishments, annual performance and teaching evaluations, faculty improvement leave reports, a summary of significant administrative accomplishments, and other materials deemed appropriate by the faculty member. Failure to submit materials for review constitutes a waiver of the right to do so.
 - (ii) The Department Chair of the faculty member under review shall submit the Letter of Offer, job description, Annual Performance Evaluation forms (including teaching evaluations for the previous six (6) years, and Performance Improvement Plans.
 - (iii) The Committee will consider the prior six (6) years of faculty performance with focused attention on the two (2) out of three (3) consecutive years that triggered the initiation of a post-tenure review.

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(d) Review Process

- (i) The Provost is the responsible party for administering the review and appeal processes.
 - (a) A designee is appointed by the President if the Provost and the Dean are one and the same.
 - (b) The Office of the Provost provides administrative support for the review process. The Office of General Counsel provides consultation as necessary.
- (ii) The review shall be conducted by a sub-committee of the University Tenure and Promotion Committee (UTPC) comprised of three (3) to five (5) tenured faculty at or above the rank of the faculty member under review from among its membership. At least one member must be included from the college of the faculty member under review.
 - (a) The faculty member under review has the right to object to the appointment of a given UTPC member to the Post-Tenure Review Committee (PTRC) due to a real or perceived conflict of interest. The faculty member will share the nature of the conflict with the UTPC chair. If the conflict of interest is with the chair of the UTPC, the vice chair of the UTPC will preside over discussion of the conflict. The membership of the UTPC shall evaluate the declared or perceived conflict of interest to determine if the conflict is substantial enough to exclude the member from the PTRC.
 - (b) The faculty member under review has the right, but is not obligated, to meet with the sub-committee. If the faculty member chooses not to meet with the sub-committee, the right is waived.

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- (c) The sub-committee shall review and consider the materials provided by the faculty member and Department Chair. To complete its review, the sub-committee may solicit materials and interview individuals who may provide information relevant to the review.
- (iii) The sub-committee shall render a final written report of its findings, materials reviewed, and interview summaries within sixty (60) business days of its formation.
 - (a) The report shall support a positive or negative finding of whether a faculty member has met performance expectations.
 - (b) Copies of the final report shall be submitted to the faculty member under review, Department Chair, Dean or Dean's designee, Office of Faculty Affairs, and the Provost.
- (iv) If a positive final report concludes that the faculty member has met the performance expectations during the period under review, the Department Chair, in consultation with the faculty member under review and the Dean, will determine the re-entry point into the Annual Performance Evaluation cycle for the upcoming performance year. The Department Chair will meet with the faculty member to develop a plan to support and promote the success of the faculty member in the following performance year.
 - (a) If the faculty member does not meet performance expectations in the performance year following a positive post tenure review, the Dean, in consultation with the Department Chair, will determine if the faculty member will be required to undergo another post-tenure review.

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- (v) If a negative final report concludes that the faculty member did not meet performance expectations during the period under review, the Dean, in consultation with the Department Chair and with the approval of the Provost, may issue a censure; remedial training; revise the terms and conditions of the faculty member's appointment, including revocation of tenure; or issue a Letter of Non-reappointment including the condition and timing of the faculty member's termination.
 - (a) If the faculty member accepts the decision of the Dean, the matter is concluded.
- (vi) Any faculty member who maintains tenure after a post-tenure review and receives an additional "does not meet performance expectations" assessment on any area of the faculty member's annual performance evaluation in the subsequent two (2) years shall be subjected to an additional post tenure review.
- (vii) The post tenure review process, from beginning to end, shall not exceed six (6) months, except that a one-time two-month extension may be granted by the University President.
- (e) Appeal Process
 - (i) Faculty members who dispute the findings of the PTRC may submit a written appeal to the Provost within ten (10) business days of receipt of the decision of the Dean which outlines their rationale for the appeal.
 - (ii) The Provost will appoint a PTR appeal committee within ten (10) business days after receipt of the appeal consisting of three (3) tenured faculty members at or above the rank of the faculty member under review, from the membership of the Ad Hoc Appeal Pool (Per Section L of this Appendix).

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- (iii) Findings of the PTR appeal committee will be based on all materials made available to the original PTRC and any other materials determined to be relevant by the PTR appeal committee.
- (iv) The PTR appeal committee will render a written report to the Office of Faculty Affairs within thirty (30) business days of appointment. The Office of Faculty Affairs will forward the report to the Provost. The Provost will forward the report to the Dean and Department Chair. The written report will either support or not support the findings of the original PTRC and provide a written justification to support the findings.
- (v) If the report of the PTR appeal committee does not support the findings of the original PTRC and finds that the faculty member has met performance expectations during the period under review, the Department Chair, in consultation with the faculty member under review and the Dean, will determine the re-entry point into the Annual Performance Evaluation cycle for the upcoming performance year. The Department Chair will meet with the faculty member to develop a plan to support and promote the success of the faculty member in the following performance year.
 - (a) If the faculty member does not meet performance expectations in the performance year following a positive post-tenure review, the Dean, in consultation with the Department Chair, will determine if the faculty member will be required to undergo another post-tenure review.
- (vi) If a negative final report concludes that the faculty member did not meet performance expectations during the period under review, the Dean, in consultation with the Department Chair, may revise the terms and conditions of the faculty member's appointment, including revocation of tenure, or issue a Letter of Non-

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reappointment including the condition and timing of the faculty member's termination.

- (f) At all points in time while employed by the University, faculty must be able to perform the essential functions of their job with or without reasonable accommodations, irrespective of Tenure status. The University has the right to require a fitness for duty evaluation of a faculty member upon the reasonable belief that they are unable to perform the essential functions stated in their job description, Letter of Offer, and any amendments thereto.
- (g) The Office of Faculty Affairs will serve as the repository for all documents pertaining to faculty performance and post-tenure review.