

PROMOTION AND TENURE COMMITTEE

Robert G. Merrick School of Business

Post-Tenure Review Procedures for

Academic Year 2021-2022

The following committee procedures are provided to clarify post-tenure review.

1. Committee Operations

- 1.1 A quorum of the Promotion and Tenure Committee shall be a majority.
- 1.2 The Committee secretary will record minutes on administrative and procedural matters. No minutes on a specific faculty member will be taken.

2. Review Process

- 2.1 Reporters for faculty reviewees will be chosen, where feasible, from the same department; the reporter's rank with respect to the reviewee, where feasible, should be the same or higher.

3. Written Report by the Faculty Member Under Review

- 3.1 Faculty members under review will provide, by January 15, 2022, their five-year Digital Measures electronic report, formatted to include five **calendar** years (2017 through 2021). Since the Digital Measures (DM) report is in WORD format, you are welcome to edit the format or content as you wish, limiting yourself to the five-calendar year review period. Our motivation in specifying the use of DM is to make the post-tenure documentation process less time-consuming for faculty members.

To the WORD document that Digital Measures creates, please add the following information:

- 3.1.1 The year you began full-time teaching at UB.
- 3.1.2 The year of your last promotion or post-tenure review.
- 3.1.3 The workload portfolio weights for teaching, intellectual contributions, and service separately for each of the five years being reviewed.

3.1.4 2017-2021 student evaluations, composite scores and GPA's in EXCEL format. ¹

3.1.5 The precise yearly starting and ending dates for each service item (such as committees and editorships).

3.2 Please complete your document with a signed statement that the material provided is complete and accurate, and attach your CV.

- 4.** All material should be delivered to the Chair of the P&T Committee, Joel N. Morse. If the Committee has any questions, further material may be requested.
- 5.** Since post-tenure reviews were initiated many years ago, the committee has used a binary standard “meets expectations” or “does not meet expectations.” There are no gradations such as exceeds or minimally meets, as there are in promotion and tenure letters.

(Adopted in Committee May, 2021)

¹ Grade distributions, evaluations and composite scores for courses taught will be provided to you, upon your request, in EXCEL format by the Dean's Office. Please provide the EXCEL table to us in electronic format.