

The Assessment of Tenured Faculty in Connection with the Career Development Program

The parties to this agreement recognize that the William Paterson University program of assessment of tenured faculty in connection with the Career Development Program set forth in Appendix II of the State-Union Agreement should be positive in nature and is best achieved in an atmosphere of trust and cooperation. Assessment shall be based on the evidence of an individual's professional performance as reflected in the faculty member's comprehensive folder and interviews. Furthermore, this assessment should be utilized for the purpose of enhancing the instructional experience and to aid the faculty member to determine the manner in which they may best advance their own professional growth. The parties further agree that no disciplinary actions shall be taken based on the results of the post-tenure review.

I. Implementation

A. The Post-Tenure Review Policy dates back to spring 1996. This Policy requires that subsequent to tenure, every faculty member shall undergo review every five years by the process described herein. The process shall take place and be completed during the spring semester. Faculty submission of their on-line portfolio shall be no later than March 23rd. The on-line process will open on March 13th.

B. Faculty, who are scheduled for assessment while on sabbatical leave, or any other approved leave, shall be assessed when they return to regular service and shall be included with the next group scheduled to participate in the process.

C. Faculty members who indicate that they intend to retire within two years of their required review shall be exempt from review. If they rescind their retirement, they will be included in the next year's group scheduled for review. This exemption may only be executed one time.

II. Department Assessment Committees (DACs)

A. Structure

1. Each department, at a departmental meeting, shall elect a DAC. The DACs shall consist of no fewer than three (3) tenured faculty members who are not being assessed. This committee may be the department personnel committee.
2. A faculty member teaching in more than one department or program may be assessed by a three (3)-member committee which may include a faculty member from the other department in which they teach.
3. If more than one member of a department is a candidate for assessment, the department, at its discretion, and based upon the desire to match disciplines, competencies, and interests with those of the faculty being assessed with those of the DAC members, may structure separate assessment committees.
4. The chairperson of the Department shall serve as a member of the DAC if they are elected or selected as a substitute by the assessee.

5. Members of DACs shall serve one year.

B. Selection

1. DACs shall be elected on or before October 1st of each academic year by all full-time faculty of the department.
2. In cases where the department does not have sufficient numbers of tenured faculty members to compose a committee, such committee shall be composed of tenured faculty members from the particular department and tenured faculty members from other departments in related fields. In such cases, the faculty member, after consultation with the chair, shall nominate tenured faculty members from other departments in related fields to the Faculty Senate for confirmation.
3. The assessee, if they so choose, shall have the right to substitute one tenured faculty member for one of the members elected as set forth above.
4. In the event there is more than one committee in a department, the department chair shall alert Academic Affairs who will work with IT to create the necessary number of Committees in the online system.

III. Scope of Assessment of Faculty

For a candidate to be considered as meeting or exceeding criteria, they shall engage in substantial and continual contribution appropriate to their faculty rank as described in Appendix A of this Agreement and the [Fulfillment of Professional Responsibilities](#) from the Faculty and Professional Staff Handbook. Candidates are required to substantiate their role(s) and relative contributions and accomplishments.

IV. Assessment Documentation

The faculty member undergoing assessment review will upload to the online system the following documents:

- A. An updated Curriculum Vitae or, a listing in CV format of all accomplishments since the faculty member's former review (e.g., courses taught, scholarship—peer reviewed and non-peer reviewed publications and presentations etc., Service, Awards, all with dates and dates and positions held).
- B. Self-assessment. The faculty member shall prepare a self-assessment statement which consists of an overview of their professional performance in regard to their teaching, scholarly, and service experience. A faculty member may submit their previous promotion or range adjustment portfolio with updates if submitted within two years prior to post-tenure review.
- C. Peer assessment. The assessment folder shall be uploaded online and include signed reports of two (2) class observations completed within the four (4) most recent semesters prior to application. Independent observations of the same course section may be conducted by faculty

peers. Each evaluation report must be signed by the candidate and the faculty peer(s) who conducted the observation within 15 days of the observation. The signing of the evaluation report merely indicates that the candidate has read the evaluation. He or she may write a response to the evaluation, which will be added to their file.

If the individual so desires, one of the class observations may be conducted by a tenured faculty member chosen by the individual, who is not an elected member of the DAC. However, one observation must be done by an elected member of the DAC. Both observers shall be chosen by the faculty member. If the faculty member is using a promotion or range adjustment folder that was submitted within two years prior to post-tenure review, there shall be no requirement for one observation to be conducted by an elected member of the DAC.

- D. Student Opinionnaires which shall include five (5) opinionnaires from any of the previous three (3) semesters, including winter and summer sessions, but excluding the semester of application. The on-line procedure for distributing and collecting the student opinionnaires shall follow the same procedures as set forth in the Agreement between William Paterson University and AFT Local 1796 Regarding Student Opinionnaires.

V. Department Assessment Committee Role

1. The DAC shall review the on-line assessment documents provided by the faculty undergoing review and if necessary, may request a conference with the faculty member to solicit from the individual such additional evidence, information and materials as may be deemed necessary to fulfill their assessment. The faculty member may add to their on-line assessment folder any supporting materials they deem necessary to assist the DAC in their deliberations.
2. The DAC shall prepare a comprehensive report that includes:
 - a. A review of the faculty member's professional performance according to the scope of assessments established as set forth in Appendix II of the Collective Negotiated Agreement (CNA).
 - b. An identification of the individual's strengths and areas suggested for career development.
3. No later than the third Monday in April, the DAC shall provide the faculty member with a draft copy of the assessment report they are proposing to submit to the College Dean. This should be shared (i.e., email or hardcopy) with the candidate and not uploaded to the online system since it is considered preliminary.
4. Within five (5) working days of the receipt of the draft report, the faculty member may request a conference with the DAC. The report may be modified as a result of the conference.

5. The final DAC report must be uploaded to the online system by the May 11 deadline for Dean review. The final report needs to be signed (written and/or electronic) by each committee member to indicate their membership on the Committee and participation in the process. Once all signatures are received, the document should be scanned as a pdf and uploaded. Any rejoinder by the candidate must also be uploaded prior to the deadline for Dean review.

VI. Dean's Review

Upon receipt of the DAC recommendations and any response to the DAC report, the College Dean shall:

1. Review the assessment report for the individual faculty member.
2. Confer with the individual, if the individual or the Dean requests a meeting and if clarification is needed prior to preparing a written statement. This process shall be completed no later than the fourth Monday in May.
3. Prepare a written statement setting forth areas of agreement with the DAC report. In the case of disagreement, the Dean shall provide the reason(s) for such disagreement(s). This statement shall go to the individual.
4. Subsequent to receiving the Dean's written report, the faculty member may request an interview with the College Dean to address the record and/or provide additional information. Such request, if made, shall be honored. If the faculty member so desires, they can be accompanied to this interview by another faculty member of their choosing. In all such cases, the faculty member will inform the Dean of that desire at least five (5) working days prior to the interview. The Dean, at their option, may also have an additional administrator at the interview. At their option, the Dean may then modify their position in a new written statement to the faculty member.
5. The College Dean shall upload their final statement to the online system. The faculty member may then upload a written rejoinder if they desire within 5 working days following the deadline for upload of the Dean's final statement.

VII. Department Chair Role

1. The DAC shall provide the final post-tenure review report to the Department Chair who shall review the report and if deemed necessary request a conference with the faculty member. Such a conference shall take place prior to the end of the spring semester. If the faculty member so desires, they can be accompanied to this conference by another faculty member of their choosing. The chairperson may make oral recommendations to the individual faculty concerned relating to the enhancement of the faculty member's teaching, scholarship and service.

2. In the case of a department chairperson who shall have a conference with a tenured chairperson of another department, and in the case of other faculty members who would like to have a conference with a chairperson of another department, the individual being reviewed will provide the President or their designee with the name of that chairperson in writing before the student questionnaires are distributed. Such alternate chairperson shall be a tenured faculty member. If the President or their designee does not accept the chairperson requested, the President or their designee will enter into discussions with the Union to agree on a mutually acceptable chairperson to review the results of the student questionnaires and confer with that individual. Such chairperson will be agreed on before the questionnaires are distributed to the students.
3. After the conference between the faculty member being reviewed and the reviewing chairperson, the latter shall provide written confirmation to the faculty member's College Dean of the name(s) of the faculty with whom they conferred. A copy shall be sent to the faculty member(s).
4. In the case where a department is chaired by a probationary faculty member, faculty members in that department shall follow the procedures outlined in Section 1 above for a conference with the chairperson.

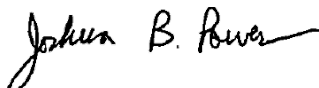
VIII. Use of Documents Generated in Assessment Process

- A. All the documentation shall be kept in the online system and accessible to the faculty member.
- B. If the assessee applies for a Career Development Award, they may submit the relevant assessment documentation, or any part hereof to the Career Development Committee, if applicable.

IX. State/Union Agreement – Appendix II

The procedures outlined in Appendix II of the CNA will apply, except where such procedures have been modified by this agreement.

For the University:




Date: 10/27/2025



Date: 10/27/2025

For AFT Local 1796:



Date: 10/27/2025



Date: 10/27/2025

APPENDIX A

Criteria by Rank

Assistant Rank:

Teaching

Evidence of excellence in teaching is demonstrated by overall high peer and student evaluations and pedagogical commitment. Curriculum development is a plus but not required.

Scholarship

Evidence of excellence in scholarship or creative activity beyond what is required for retention in the respective department. Grant activity a plus but not required*.

Service

Evidence of excellence in service—Department service annually beyond what is required for retention in the respective department. Service at college, or university, community, and/or profession levels is a plus but not required. Faculty and student mentoring and grant activity are a plus, but not required*

Associate Rank:

Teaching

Excellence in teaching requires overall high and sustained teaching performance demonstrated by peer and student evaluations, pedagogical commitment, and either course development or teaching innovation, and either teaching mentorship of other faculty or other activities in support of teaching excellence at the university (e.g., teaching focused workshop presenter).

Scholarship

Excellence in Scholarship--Demonstrated and sustained record of research, scholarship, and creative activity at any level--the regional, national, or international level. Grant activity is a plus but is not required. *

Service

Excellence in Service—Continuous service at the department and one other level: college or university. Grant development and/or participation, and Service at the community or profession level are a plus but not required. Faculty and student mentoring and grant activity are a plus but are not required. *

Full Professor Rank:

Teaching

Excellence in teaching requires overall high and sustained teaching performance demonstrated by peer and student evaluations, pedagogical commitment, course development, and teaching innovation, and either teaching mentorship of other faculty or other activities in support of teaching excellence at the university (e.g., teaching focused workshop presenter).

Scholarship

Excellence in scholarship--Demonstrated, substantial, and sustained record of research, scholarship, and creative activity. Grant activity is a plus but is not required. *

Service

Excellence in Service—Continuous service at the department, and one other level: college or university with the additional requirement of having served in one or more leadership roles. Grant development and/or participation, and Service at the community or profession level are a plus but not required. Faculty and student mentoring and grant activity a plus but is not required. *

*Grant activity can be related to both scholarship and service or only one category. It is the candidate's responsibility to specify and document the category.

Notes:

“Meet criteria” means that the candidate has provided proof of basic participation/performance in the areas in which they are not required or claiming to be excellent.