School of Health Professions and Studies
Performance Review and Reappointment Process
For Full-Time Tenure-Track Faculty*

1. **Purpose**

The primary purpose of this review process is to provide SHPS interdepartmental faculty input with regard to a candidate’s suitability for reappointment; and for those candidates recommended for reappointment, guidance to strengthen achievements in teaching, research, service and professional development in preparation for a future promotion and tenure review. The main focus of this review is on professional performance from the time of initial appointment to the tenure-track.

2. **Faculty Members to be Reviewed**

All tenure-track SHPS faculty members (with at least a .8 FTE appointment) are reviewed by this process.

3. **Length of Initial Appointment and Timeline for Review**

It is the policy of the University of Michigan (Regents Bylaw 5.08) that all nontenured tenure track members of the teaching staff shall be appointed initially for a term of one, two, or three years. In the School of Health Professions and Studies at the UM-Flint, new tenure-track faculty are generally given an initial three-year appointment and subsequent reappointments as appropriate.

4. **Timeline for the Review Process**

For a three-year appointment the review occurs during the second year, is conducted in compliance with established timeline (see Appendix I), and is completed by the end of the second academic year. It is the responsibility of the Directors to inform the Dean of the schedule of the performance review.

5. **Initiation of Performance Review**

In keeping with the UM-Flint practice, it is the responsibility of each Department Director in SHPS to initiate a performance review to determine reappointment or non-reappointment of their respective departmental faculty.

6. Costs for the review process shall be borne by the sponsoring department.

7. **Appointment of the Review Committee**

The review committee shall be appointed by the Director of the faculty member’s department in consultation with the faculty member to be reviewed.

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* School of Health Professions and Studies policies also exist for (1) Annual Performance Reviews and (2) Promotion and Tenure Reviews.

** When the initial appointment is for one or two years, the reappointment decision will be based on the annual performance review(s).
8. **Composition of Review Committee**

The review committee shall have at least three members of higher academic rank than the faculty member’s current rank, at least one of whom shall be tenured. Whenever possible at least one member shall come from the faculty member’s department, and a minimum of one member should come from another department within SHPS. If necessary, the third member may come from a UM-Flint program or the discipline of the faculty member from within the University of Michigan system. If no member of higher rank is available within the department, a faculty member who has been reviewed by this process, and is beyond their initial contract period may serve as the designated departmental committee member. The Dean, Management Team, and faculty member shall be informed of the composition of the review committee by the Director. When there is not an adequate number of tenured faculty members in the candidate’s department, members of the SHPS Management Team may serve as committee members.

9. **Appointment of Committee Chair**

A chair for the committee is appointed by the department director with the concurrence of committee members and the faculty member. The Dean will be notified of this appointment.

10. **Faculty Member Responsibilities**

The faculty member is responsible for creating and submitting a portfolio to the committee as per the timeline in Appendix I. At a minimum, the portfolio should include the following materials generated from the time of appointment to tenure track at UM-Flint.

   A. A current curriculum vitae.

   B. Evidence of effectiveness in classroom and non-classroom teaching activities (e.g., summaries of teaching evaluations, peer review, teaching questionnaires, etc.).

   C. Evidence of ongoing scholarly activities and professional development consistent with previously established patterns of career growth.

   D. Evidence of service contributions to the department, school, UM-Flint, professional constituencies, and the community (e.g., letters of support).

   E. All UM-Flint departmental performance review(s).

11. **Additional Data Provided to the Committee**

If necessary, the Review Committee may request additional data to clarify materials submitted in 10 above.
12. **Committee/Chair Responsibilities**
   The committee is responsible for the following:

   A. Review and assess the materials compiled by the faculty member.

   B. Produce a written report based on assessment of the data obtained in Sections 10 and 11.

   C. Make recommendation for reappointment or non-reappointment of faculty Member to the Department Director.

   D. Forward the report with recommendations and any documents generated by the review process to the Department Director.

13. **Confidentiality**
   Confidentiality of data generated for the review process including the committee deliberations will be maintained to the extent such data is protected by the University of Michigan.

14. **Decision for Reappointment or Non-reappointment**
   The committee’s report and recommendation are a major component of the reappointment consideration; however, the decision for reappointment or non-reappointment is a departmental decision, delegated to its Director by its faculty. The Director will write the letter of reappointment or non-reappointment.

15. **Communication with Faculty Member Being Reviewed**
   The Director will inform the faculty member in writing of the decision for reappointment or non-reappointment in keeping with the established timeline.

16. **Communication from the Director to the Dean**
   At the time the Director informs the faculty member of the decision for reappointment or non-reappointment, the Director also will inform the Dean of the decision in writing. Pertinent documentation will be provided to the Dean if requested.

17. **Appeal Process**
   A. A faculty member may appeal the Department Director’s decision to the Dean within 30 days of written notification. The Dean will review the pertinent documentation to determine whether the committee’s review process and/or the Department Director’s decision were carried out in a fair and equitable manner. Should the Dean find evidence of inequity or lack of fairness in the review process and/or decision, the following remedies may be applied:

      1. A request to the Department Director for reconsideration of the non-appointment decision.

      2. A modification to the existing length of appointment.
B. The faculty member has the right to further appeal as outlined in the SHPS Appeals Process for Instructional Staff.

18. **Storage of Documents**
   Final report of the review committee including any supporting documents generated by the review process shall be kept in the office of the Department Director.

Approved by Faculty 2/8/02
No. 8 Revised and approved by Faculty 5/16/08
Appendix I

Timeline*

1. Discussion between faculty member and Director regarding committee composition 3rd full week of classes in September
2. Committee formed and chair appointed By end of last week of fall term
3. Faculty portfolio submitted to committee chair 1st full week of classes in winter term
4. Committee report submitted to Director and committee files forwarded to Director for storage 2nd full week in March
5. Directors’ decision completed and communicated to faculty member and Dean 2nd full week in April
6. Deadline for faculty member appeal to Dean 30 days from notification of faculty member (Section 15`)

* If any date occurs on a weekend, the following Monday applies.