605.1.2 - Tenure Appointments – Post Tenure Review

Purpose:

The Post-Tenure Review (PTR) at Bismarck State College (BSC) ensures that tenured faculty continue to advance the mission of delivering affordable, flexible, high-quality, experiential learning, while promoting continuous professional development, accountability, and protection of academic freedom, in compliance with SBHE and the ND legislature.

Guiding Principles:

- Respect for Tenure and Academic Freedom
- Support for Continuous Growth
- Alignment with Mission and Core Values
- Due Process and Transparency
- Full Legal Compliance (SBHE and ND legislature)

Scope:

Applies to all tenured faculty (Associate Professors and Full Professors)

Timing and Frequency of Review

- **First PTR** must occur **within three (3) years** after tenure is awarded.
- **Subsequent PTRs** occur every **five (5) years**.
- Reviews are staggered during the academic year to balance the workload.

First PRT Review cycle (3 Year):

Faculty member meets annually with their Assistant Dean (direct supervisor) as part of regular evaluations. Below are additional meeting requirements.

Year 1
- Faculty meets with assigned PTR Committee to set individualized professional goals and development plan for the 3-year review cycle.
- The faculty member and the PTR committee collaboratively establish key performance indicators, which are then documented as part of the evaluation plan.

Year 2
- Faculty meets with the full PTR Committee to review progress, offer feedback, and provide guidance as needed.
- A written summary of the meeting is documented as part of the evaluation plan.
- If performance concerns are identified, a development plan may be initiated to support the faculty member in achieving established goals.

Year 3
- Faculty submits a full review portfolio demonstrating progress toward goals.
- Faculty confer with PTR Committee to discuss portfolio and respond to any inquiries.
- Formal summative evaluation conducted by the PTR committee based on established criteria.

Review cycle (5 Year):

Faculty member meets annually with their Assistant Dean (direct supervisor) as part of regular evaluations. Below are additional meeting requirements.

Year 1
- Faculty meets with assigned PTR Committee to set individualized professional goals and development plan for the 5-year review cycle.
- The faculty member and the PTR committee collaboratively establish key performance indicators, which are then documented as part of the evaluation plan.

Year 3
- Faculty meets with the full PTR Committee to review progress, offer feedback, and provide guidance as needed.
- A written summary of the meeting is documented as part of the evaluation plan.
- If performance concerns are identified, a development plan may be initiated to support the faculty member in achieving established goals. Faculty will meet annually with the PTR committee until the end of the five-year review cycle. Failure to attain a satisfactory performance within the two years will result in an unsatisfactory performance status.

Year 5
- Faculty submits a full review portfolio demonstrating progress toward goals.
- Faculty confer with PTR Committee to discuss portfolio and respond to any inquiries.
- Formal summative evaluation conducted by the PTR committee based on established criteria.

Committee Composition:

Each PTR Committee is individualized and appointed by the president or the designee of the president. The committee will include:

- **Ranking Administrator** (e.g., Dean or Vice President)
- **Direct Supervisor** (Assistant Dean)
- **Tenured Faculty Members** (at least 1/3 and no more than 1/2 of the committee)

Evaluation Criteria and Weighting

The tenure portfolio will be evaluated based on a **multi-year (5-year)** average performance using the following weighted areas. Specific weights will be agreed upon between the faculty member and the PTR committee.

Teaching (weight: 60 – 80%)
- Performing instructional duties as outlined in job description
- Impact on student learning and achievement.
- Evaluation tools include self-assessment, annual, peer, and student evaluations.

Scholarship (weight: 10 – 30%)
- Activities contributing to the accumulation of knowledge beyond BSC as defined in the job description.
- Evaluation tool includes documentation in self-assessment.

Service (weight: 10%)
- Participation in campus committees, campus activities, and initiatives supporting BSC's mission as defined on the job description
- Evaluation tool includes documentation in self-assessment.

Portfolio Components

Faculty members will submit:
- Reflective Self-Assessment (linked to goals set in Year 1)
- Updated Curriculum Vitae
- Evidence of Teaching Effectiveness (annual, student, and peer evaluations)
- Evidence of Scholarship (publications, conference presentations, creative work, etc.)
- Evidence of Service (BSC committee participation, leadership roles, service projects, etc.)

Optional: External letters from industry partners, community organizations, or professional associations.

Outcomes of Review at the end of year 5

- **Satisfactory Performance (meets or exceeds expectations)**
  Faculty member demonstrates effectiveness consistent with expectations over the five-year period.
- **Unsatisfactory Performance**
  Significant deficiencies found; consequences may include revocation of tenure status and, in serious cases, termination of employment. All such actions will follow established institutional procedures and due process guidelines.

Appeals

Faculty may appeal to Faculty Rights any component of the PTR process at any time. This includes the committee composition, documented evaluation plan, and the outcome of any review.

Confidentiality

All proceedings, documents, and outcomes related to PTR are confidential except as required by law or BSC policy.

References:

SBHE Policy 605.1 Academic Freedom and Tenure; Academic Appointments
BSC faculty grievance policy
605.1.2 Tenure Appointments - Post Tenure Review Policy.pdf

History of This Policy:

First policy: September 9, 2025.
Reviewed by Campus Council on September 2, 2025, and reviewed by the Executive Council on September 5, 2025, and approved by the President September 9, 2025.