



605.1.2 - Tenure Appointments – Post Tenure Review

Purpose:

The purpose of this policy procedure is to establish Bismarck State College's process for Post-Tenure Review (PTR) of tenured faculty. 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. This procedure ensures alignment with SBHE Policy 605.1 – Academic Appointments and North Dakota House Bill 1446, which require institutions to maintain a process for evaluating the performance of tenured faculty members. The Post-Tenure Review process provides a framework to support continued faculty development, uphold accountability, and protect academic freedom while advancing the mission of the College.

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 PTR Review Cycle (3-Year):

Faculty members meet 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.

PTR 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, 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.

Scoring Rubric

The following rubric will be applied in evaluating post-tenure portfolios. To earn a satisfactory performance outcome, Faculty must achieve a minimum total weighted average score of 2, with no individual area scoring lower than 1.

- 3 – Exceeds Expectations
- 2 – Meets Expectations
- 1 – Developing Toward Expectations
- 0 – Does Not Meet Expectations

Criterion	3 – Exceeds Expectations	2 – Meets Expectations	1 – Developing Toward Expectations	0 – Does Not Meet Expectations
Teaching Effectiveness (25%-35%)	Student evaluations average 5-6.6 assessed on a minimum of 1 class per year for the past 5 years.	Student evaluations average 4-4.9 assessed on a minimum of 1 class per year for the past 5 years.	Student evaluations average 2.5-3.9 assessed on a minimum of 1 class per year for the past 5 years.	Student evaluations average below 2.5 assessed on a minimum of 1 class per year for the past 5 years.



Teaching Effectiveness (25%-35%)	Annual evaluations consistently 4–5 for the past 5 years.	Annual evaluations consistently 3–3.9 with improvement in later years for the past 5 years.	Annual evaluations consistently 2.5–2.9 for the past 5 years.	Annual evaluations under 2.5 for the past 5 years.
Teaching Effectiveness (10%)	Substantial outside evidence provided of teaching effectiveness.	Other outside evidence provided of teaching effectiveness.	Little outside evidence provided of teaching effectiveness.	No outside evidence provided of teaching effectiveness.
Scholarship (10%-30%)	Achieved all key performance indicators of applied/disciplinary research, curriculum/pedagogical scholarship, creative and professional contributions, collaborative or interdisciplinary engagements, or community and public scholarship within a review cycle.	Achieved most key performance indicators of applied/disciplinary research, curriculum/pedagogical scholarship, creative and professional contributions, collaborative or interdisciplinary engagements, or community and public scholarship within a review cycle.	Achieved minimal key performance indicators of applied/disciplinary research, curriculum/pedagogical scholarship, creative and professional contributions, collaborative or interdisciplinary engagements, or community and public scholarship, but was not successful in the attempt within a review cycle.	Did not achieve key performance indicators of applied/disciplinary research, curriculum/pedagogical scholarship, creative and professional contributions, collaborative or interdisciplinary engagements, or community and public scholarship within a review cycle.
Service (10%)	Assumes leadership roles in campus committees, activities, initiatives, or projects, or serves in leadership roles with prospective or current students.	Active involvement in campus committees, activities, initiatives, or projects, or actively involved in roles with prospective or current students.	Limited involvement in campus committees, activities, initiatives, or projects, or has limited involvement with prospective or current students.	Does not participate in campus committees, activities, initiatives, or projects, or does not participate with prospective or current students.

Portfolio Components

Faculty members will submit:

- Reflective Self-Assessment (linked to goals set in Year 1)
- Updated Curriculum Vitae
 - Evidence of Teaching Effectiveness (annual and student evaluations, and other evidence of teaching effectiveness)



- 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 Portfolio Review Satisfactory Performance (meets or exceeds expectations)**
Faculty member demonstrates effectiveness consistent with expectations over the five-year period.

Outcomes of Unsatisfactory Post-Tenure Review

Remediation and Evaluation

Following a determination of unsatisfactory performance in a post-tenure review, the faculty member shall be placed on a formal remediation plan with measurable goals and timelines. The remediation process shall be clearly documented, with periodic review and support from administration. The remediation period will normally span one academic year unless an alternative timeline is approved by the institution based on the nature of the deficiencies.

If documented remediation does not result in acceptable performance within the established timelines, the institution may take appropriate personnel actions consistent with [SBHE Policy 605.3](#) and [BSC Policy 605.3](#). Such actions may include but are not limited to:

- Termination of employment for cause or institutional reasons; or
- Conversion of the faculty member's appointment to a non-tenure (special) appointment, subject to institutional needs.

Appeals

Faculty may appeal to Faculty Rights Committee on any component of the PTR process at any time including the committee composition, documented evaluation plan, and the outcome of any review. Appeals will follow the process outlined in the [BSC Faculty Grievance Operational Procedure](#).



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](#)

[Policy 605.1.2 Tenure Appointments Post Tenure Review](#)

[BSC faculty grievance policy](#)

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. Reviewed by Campus Council on February 13, 2026, and reviewed by the Executive Council on February 17, 2026, and approved by the President February 25, 2026.