

7 July 2022

Dear Colleagues,

This is the fourth of four messages to provide updates on changes to the Perimeter College faculty annual evaluation and other faculty review processes that are required by policy changes from the Board of Regents. The content of the messages in this series will be available for future reference at the [Faculty Life and Opportunities](#) tab of the [Perimeter College Faculty Affairs webpage](#).

Last week's message provided additional information on the Likert Scale ratings for faculty annual evaluations, student success activities as part of the faculty annual evaluation, annual workload allocations, and progress toward next level of review. That message is available at the PC Faculty Affairs webpage [here](#).

This week's message discusses the performance remediation plan (PRP) that may follow a faculty annual evaluation, post-tenure review, and the performance improvement plan (PIP) that may follow a post-tenure review.

Performance Remediation Plan (PRP)

Perimeter College has used development plans for faculty members who received "Needs Improvement" ratings in our current annual faculty annual evaluations. A similar but more articulated process is now specified in the university's promotion and tenure manual as a result of changes in BOR policy, and is called the performance remediation plan (PRP). It is based upon the outcomes of the annual evaluation, and it provides guidance to the faculty member for improving performance to meet or exceed the standards of the discipline and the college. The PRP is designed to enable the faculty member to correct performance in some aspect of their role or responsibilities, as identified in the annual evaluation. The PRP is intended to support faculty growth and development and strengthen tenure and promotion possibilities as well as post-tenure review outcomes.

If the performance in any category of the annual evaluation is judged to be a "1 – Does Not Meet Expectations" or a "2 –Needs Improvement," a PRP will be developed by the department chair or appropriate supervisor in consultation with the faculty member. The PRP must be approved by the dean and submitted to the university's Office of Faculty Affairs, and it will become part of the official personnel records of the faculty member.

The objectives of the PRP must be measurable and relevant to the expectations within the college or the faculty member's academic discipline or department, as defined by the college handbook and any published department guidelines. The objectives must be attainable within one year.

The PRP must include the following elements:

1. Clearly defined goals or outcomes
2. An outline of activities to be undertaken
3. A timetable
4. Available resources and supports
5. Expectations for improvement

6. Monitoring strategy

In accordance with USG and university policy, the faculty member will be evaluated on the outcomes of the PRP one year following the creation of the PRP. If an untenured faculty member does not meet expectations of the PRP or in any category of this subsequent annual evaluation, the chair and the faculty member develop a new PRP using the same PRP process. If a tenured faculty member does not meet expectations of two consecutive PRPs, then the faculty member undergoes a corrective post-tenure review which is explained further in the next section.

Post-Tenure Review

Perimeter College faculty will continue to undergo post-tenure review as we always have. Due to BOR policy changes, the university promotion and tenure manual now provides three types of post-tenure review, with “voluntary” and “corrective” post-tenure reviews as new options:

1. Regularly-scheduled five-year post-tenure review:

Initiated five years after the award of tenure; normally recurs at five-year intervals thereafter. An unsuccessful regular post-tenure review results in a one-year performance improvement plan (PIP).

2. Voluntary post-tenure review:

Initiated if a tenured faculty member elects to go up for post-tenure review before their regularly-scheduled five-year review. As the university manual states, “This enables a faculty member to take full advantage of the feedback and insight provided by their colleagues at a strategic moment in their career, rather than having to wait for the usual 5-year cycle.” A successful voluntary post-tenure review resets the five-year review clock. An unsuccessful voluntary post-tenure review does not alter the timing of the faculty member’s next regularly-scheduled post-tenure review. An unsuccessful voluntary post-tenure review results in a one-year performance improvement plan (PIP).

3. Corrective post-tenure review:

Initiated if a tenured faculty member is evaluated as deficient in any one or more areas of evaluation through two consecutive annual evaluations. A successful corrective post-tenure review resets the five-year review clock. An unsuccessful corrective post-tenure review does not alter the timing of the faculty member’s next regularly-scheduled post-tenure review. An unsuccessful corrective post-tenure review results in a one-year performance improvement plan (PIP).

Performance Improvement Plan (PIP)

An unsuccessful post-tenure review, in any of the three types of post-tenure review, leads to a performance improvement plan (PIP). At Perimeter College an unsuccessful post-tenure review has always led to a development plan, formulated by the department chair and faculty member in consultation with the dean’s office and the college-wide Dean’s Advisory Committee on Promotion and Tenure. Like the PRP, the PIP is a similar but more articulated version of what we already do. The PIP process is very similar to the PRP process described above. More information on it can be found in [the university manual](#) (see pages 45-48).

Non-Tenure-Track Faculty and Performance Remediation Plans (PRP)

The performance remediation plan (PRP) is also part of the annual evaluation process for non-tenure-track faculty in lecturer and clinical faculty ranks. Lecturers and clinical faculty undergo a Structured Five-Year Review instead of post-tenure review, and the university manual for non-tenure-track faculty promotion states that each college will include the policies and procedures for this review in its own manual. Our revised college handbook for non-tenure-track faculty will outline that process.

Again, for future reference, all four of the messages related to “Updates on Faculty Annual Evaluation and Other Faculty Reviews” are [archived](#) at the [Perimeter College Faculty Affairs webpage](#).

If you have questions, please contact your department chair or me.

Sincerely,

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