

# Oklahoma State University Policy and Procedures

## CUMULATIVE REVIEW OF TENURED FACULTY

2-0109  
ACADEMIC  
AFFAIRS  
July 2023

### POLICY

1.01 For each tenured faculty member, a cumulative review shall take place every five (5) years as specified in Section 1.1.5.2 of the *Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University* (hereafter referred to as the *Faculty Policy Statement*). A review conducted to grant promotion qualifies as a cumulative review. The review shall be based on discussion and substantive documentation provided by the faculty member. Individuals designated to conduct the review shall be faculty in the discipline or department of the faculty member under review. Faculty serving on review committees shall be selected by procedures approved by the department or unit. The review process shall include written feedback to the faculty member as well as a provision for response. Written feedback shall be a detailed description of the faculty member's accomplishments and/or deficiencies and must include a statement as to whether the faculty member's overall performance during the review period is deemed "satisfactory" or "unsatisfactory." The cumulative review requires individual development plans for each faculty member. Faculty members are responsible for their own development consistent with unit, college, and university goals. Any formal development plan should respect academic freedom and professional self-direction, and it should be flexible enough to allow for subsequent alteration.

1.02 The results of a Cumulative Review of Tenured Faculty may be used by appropriate administrators as a basis for providing support which will assist faculty members in carrying out their professional goals and responsibilities. Any disciplinary action resulting from a cumulative review must adhere to all prescribed procedures in force within this policy document. In the event the unsatisfactory performance has not improved within the timelines set in the individual development plan, any termination action shall be based upon the grounds specified in the *Faculty Policy Statement*. A cumulative review shall be considered unsatisfactory if, after due notice, a faculty member scheduled for review fails to provide the documentation required. Two consecutive unsatisfactory cumulative reviews shall automatically trigger a termination inquiry.

1.03 Any faculty member who believes the results from a cumulative review are based on unlawful discrimination, inadequate consideration, or legitimate exercise of academic freedom may request a review of the matter utilizing the Dispute Resolution Procedure in Appendix E of the *Faculty Policy Statement*.

1.04 Throughout this review process, committee members, unit administrators, deans, and others must be able to freely discuss personnel-related issues in an open and honest manner and without fear of repercussion, retaliation, or negative impact on their professional relationships with

colleagues. As such, all discussions, comments and/or input of individual committee members shall remain confidential.

## **PROCEDURE**

2.01 Faculty Subject to Cumulative Review. A cumulative review shall take place for each and every tenured faculty member every five (5) years. A promotion review, including a review for Regents Professor, may be substituted for a cumulative review. The cumulative review may be rescheduled due to a leave of absence, sabbatical, administrative assignment outside the academic unit, or other extenuating circumstances as determined by the unit.

A cumulative review may qualify as the Annual Faculty Appraisal and Development requirement for the year the cumulative review occurs when determined by the unit. Additionally, the unit may waive the cumulative review for faculty who have given formal notice of retirement or resignation in an academic year during which the review is scheduled.

2.02 Cumulative Review Schedule. Each unit shall develop, maintain, and annually distribute to all tenured faculty members a schedule specifying the year during which each tenured faculty member is to undergo cumulative review. Additionally, the unit's Cumulative Review Schedule should include a general timeline for submission of materials as well as the review process, given this process does not normally run concurrent to the Faculty Appraisal and Development process or the Reappointment, Promotion, and Tenure Review process.

2.03 Cumulative Review Committee. Each unit shall designate a committee of tenured faculty charged with conducting cumulative reviews for tenured faculty within the unit. Written procedures developed and approved by faculty in the unit shall prescribe committee selection procedures, qualifications for committee membership, selection of the committee chair, terms of member appointments, provisions for replacing members unable to serve, and representation from other academic units if there are tenured faculty with split appointments within the unit. Personnel Committees, Reappointment, Promotion, and Tenure Committees, or other similar, established committees of tenured faculty, may be charged with conducting cumulative reviews as long as the procedures in 2.03 have been followed.

2.04 Review Criteria. The faculty of each academic unit shall develop and formally approve written performance standards and expectations for each tenured faculty rank within the unit. In those cases in which work assignments for tenured faculty members vary greatly within a given unit or are split between units, it will be necessary to specify performance standards and expectations for individual positions. After approval by the dean of the academic unit and the Vice President for Academic Affairs, a copy of the performance standards and expectations for tenured faculty shall be given to each tenured faculty member and be applied in the cumulative review of all tenured faculty in the unit.

2.05 Documents and Information Used in the Review. Faculty in the academic unit shall develop and approve a list of documents and information to be used in conducting the review. At minimum, the list should include the following documents:

- A. a current curriculum vita;
- B. the annual appraisal and development documents for the period under review;
- C. a copy of the faculty member's last cumulative review report or promotion recommendation;
- D. an individual development plan stating the faculty member's professional goals and objectives for the next review period.

The approved list of documents shall be provided to each tenured faculty member. The faculty member under review is responsible for providing the documents to the cumulative review committee (hereafter "committee"). As noted above in Section 1.02, a cumulative review shall be considered unsatisfactory if, after due notice, a faculty member scheduled for review fails to provide the documentation required.

The faculty member or the committee may request an interview for the purpose of discussing and clarifying the documentation.

2.06 Development and Disposition of the Cumulative Review Report. The committee shall prepare a written report assessing the faculty member's overall performance during the review period in terms of the academic unit's performance standards and expectations. The report shall include a statement as to whether the faculty member's overall performance during the review period is deemed "satisfactory" or "unsatisfactory".

The committee shall submit its report to the faculty member under review and the unit administrator. The faculty member and the unit administrator shall be given ten (10) working days to respond to the report in writing, and the committee may revise its report based on the faculty member's response and the unit administrator's response.

A final copy of the committee's report, the faculty member's response, and the unit administrator's response, if one is submitted, shall be provided to the faculty member and the unit administrator. These documents, along with those listed in 2.05, shall be included in the faculty member's personnel file.

Unit administrators shall report the summary results of cumulative reviews to their dean on an annual basis. These summary results shall include at minimum a statement as to whether each faculty member's overall performance during the review period is deemed "satisfactory" or "unsatisfactory."

2.07 Rewarding Faculty for Outstanding Performance. The cumulative review process should identify and recognize outstanding performance by faculty members. The report may be used by appropriate administrators as a basis for supporting faculty members in carrying out their professional goals and responsibilities and compensating those with outstanding performance.

2.08 Corrective Development Plan. For faculty members whose overall performance is deemed unsatisfactory, the unit administrator and the faculty member shall develop a corrective plan to improve performance and address deficiencies. The plan should be individualized and flexible, taking into account the faculty member's intellectual interests, abilities, and career stage, as well as the needs of the unit and institution. The plan should establish clear performance goals, specify steps designed to achieve those goals, define indicators of goal attainment, establish a clear and reasonable time frame for the completion of goals, identify resources available for implementation of the plan, and state the consequences of failure to attain the goals. The annual appraisal and development reviews should be used to document progress toward goals specified in the plan.

2.09 Termination Inquiry. Two consecutive unsatisfactory cumulative reviews shall automatically trigger a termination inquiry, as described in Appendix C of the *Faculty Policy Statement*. The unit administrator shall initiate the termination inquiry process by notifying the dean of the college and the Vice President for Academic Affairs. If the unit administrator does not believe a termination inquiry is warranted, they shall report the committee's "unsatisfactory" evaluation of the faculty member to the dean as described above and shall in addition provide written documentation to justify their recommendation not to pursue a termination inquiry. The dean will then make the final decision as to whether to pursue a termination inquiry and shall notify the Vice President for Academic Affairs if the inquiry should proceed.

2.10 Dispute Resolution. Any faculty member who believes the results from a cumulative review are based on unlawful discrimination, inadequate consideration, or legitimate exercise of academic freedom may request a review of the matter utilizing the Dispute Resolution Procedure in Appendix E of the *Faculty Policy Statement*.

Grounds for dispute may include unlawful discrimination, inadequate consideration, and others listed in Section 2.3 of the Dispute Resolution Policy. Dispute resolution procedures are outlined in Appendix E: Dispute Resolution Procedure.

2.11 Disciplinary Action. The purpose of cumulative review is to promote faculty development. Any disciplinary action resulting from a cumulative review shall adhere to all prescribed procedures in the *Faculty Policy Statement*.

Approved:  
Faculty Council, June 2007  
Council of Deans, June 2007  
Executive Team, December 2007

Revisions Approved:  
Faculty Council, March 2021  
Council of Deans, May 2021  
Executive Team, August 2021

Revisions proposed to align P&P with *Faculty Policy Statement* revisions-December 2022  
Council of Deans, November 2022  
Executive Team, September 2023