

## Post-Tenure Review (PTR) Demo Form

This is a demo form only. Do not use for official PTR submission.

- **Electronic submission required:** The official form must be completed and submitted electronically.
- **Committee structures may differ:** This demo includes both department and college committee reviews. Your college's official form will reflect its approved process.
- **Content remains the same:** Evaluation sections are consistent across all forms.
- **Faculty response opportunity:** Faculty may review the evaluation and provide a written response after the department chair's review, the dean's review, and the culminating committee's review.
- **Distributed via DocuSign:** The official form will be circulated as a PowerForm through DocuSign for completion and routing.

**Questions?** Contact your college dean's office or Randi Tanglen, vice provost for Faculty Affairs.



**Faculty Evaluation Form for Post-Tenure Review**

*All tenured faculty are required to undergo a post-tenure review per State Board of Higher Education policy 605.1 and UND's Faculty Handbook.*

Department:

Date of Review:

Faculty Member:

Academic Rank:

**Workload Expectations** for review period from page 2 of contracts

Only complete for appropriate years under review.

For three-year review, this includes AY 2023-2024, 2024-2025, 2025-2026.

For five-year review, this includes AY 2021-2022, 2022-2023, 2023-2024, 2024-2025, 2025-2026.

**Year of review: AY 2021-2022**

Teaching	Research/Scholarly/ Creative Activity	Service	Administration
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**Year of review: AY 2022-2023**

Teaching	Research/Scholarly/ Creative Activity	Service	Administration
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**Year of review: AY 2023-2024**

Teaching	Research/Scholarly/ Creative Activity	Service	Administration
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**Year of review: AY 2024-2025**

Teaching	Research/Scholarly/ Creative Activity	Service	Administration
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**Year of review: AY 2025-2026**

Teaching	Research/Scholarly/ Creative Activity	Service	Administration
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## **Evaluation**

If a department committee is conducting the Foundational Review, the department committee completes the ratings and narratives listed in Section 1 and the department chair provides a separate narrative at the end of Section 1. If there is no department committee, the department chair completes the Foundational Review with ratings and narratives listed in Section 1 and provides an overall narrative at the end of Section 1. The college committee (if applicable) and dean complete Section 2. The culminating committee completes Section 3. For each level of review, additional pages can be attached to the form if more space is needed to complete the narrative.

For the Foundational Review, consider each area of workload expectation under review and use one of the five categories to evaluate the faculty member's performance relative to the workload allocation on Page 2 of their contracts during the review period. A thorough narrative commentary must be provided to justify each selection. Mere selection of a category does not constitute evaluation and will not be accepted. The department guidelines form the basis for determining which rating category is assigned to each area, but the general definitions are as follows:

**Exceptional Performance:** Designation used in extremely rare cases where the faculty member merits special recognition for unequivocally superior and exceptional performance (i.e. worthy of national, international, or professional award nominations).

**Exceeds Expectations:** Designation used to indicate that certain aspects of the faculty member's performance substantially and frequently exceed that described in the Page 2 and department criteria.

**Meets Expectations:** Designation used when the faculty member's performance is of high quality, fulfills expectations, and periodically may exceed them as described in the Page 2.

**Requires Development:** Designation used to indicate that certain aspects of the faculty member's performance does not consistently meet expectations and require improvement. The narrative must address specific areas that need improvement, which will be incorporated into a performance improvement plan to address each area that requires improvement.

**Unsatisfactory:** Designation used in cases where work is below the basic requirement of Page 2 and/or department and college expectations for faculty in the same rank. The narrative must address specific areas that need improvement, which will be incorporated into a performance improvement plan to address each area that requires improvement.

Department Evaluation Committee: List all committee members and designate a chair to sign on behalf of the committee.  
Members:



**Section 1: Foundational Review**

**Teaching**

Exceptional      Exceeds Expectations      Meets      Requires Development      Unsatisfactory

Narrative: If necessary, please attach additional narrative document.

**Research/Scholarly/Creative Activity**

Exceptional      Exceeds Expectations      Meets      Requires Development      Unsatisfactory

Narrative: If necessary, please attach additional narrative document

**Service**

Exceptional      Exceeds Expectations      Meets      Requires Development      Unsatisfactory

Narrative: If necessary, please attach additional narrative document.

Section 1: Additional narrative space if needed



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*Must be completed digitally.*

### **Department Chair Evaluation**

Narrative: Please complete narrative section below; upload additional narrative if necessary.

Faculty initials:

If you do not agree with the department level review, you may complete a separate narrative and upload:



**Section 2:**

**College Evaluation Committee Narrative:** list all committee members and designate a chair to sign on behalf of the committee.

Members:

Narrative: Please complete narrative section below; upload additional narrative if necessary.



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**Dean Evaluation Narrative** Please complete narrative section below; upload additional narrative if necessary.

Faculty initials:

If you do not agree with the college level review, you may complete a separate narrative and upload:



**Section 3: Culminating Committee Evaluation**

**The culminating committee may need to reconcile discrepancies or disagreements at the previous levels of review. If there are conflicting evaluations at the previous levels of review, the culminating committee determines final evaluation ratings and outcomes. *If there are no conflicting evaluations with the initial Foundational Review, please skip the rating section below.***

All levels of review are consistent with the Foundational Review.

If there are conflicting evaluations at the previous levels of review, provide final evaluation ratings below:

**Teaching**

Exceptional      Exceeds Expectations      Meets      Requires Development      Unsatisfactory

**Research/Scholarly/Creative Activity**

Exceptional      Exceeds Expectations      Meets      Requires Development      Unsatisfactory

**Service**

Exceptional      Exceeds Expectations      Meets      Requires Development      Unsatisfactory



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*Must be completed digitally.*

**Culminating Committee Evaluation** Please complete the narrative below; upload additional narrative if necessary.



**Foundational Review for:**

**Department Evaluation Committee:**

**Committee Chair:**

**Department Chair:**

**College Evaluation Committee:**

**Committee Chair**

**Dean**

**Culminating Committee:**

**Culminating Committee Chair:**

**Culminating Committee Member:**

**Culminating Committee Member:**

**Faculty Member:**

I have been given the opportunity to review and respond to this evaluation:

Check one as appropriate:

I agree with the evaluation.

I disagree with all or part of the evaluation.

I disagree with all or part of the evaluation and intend to provide a written response that will be placed in my personnel file, along with this evaluation. Responses should be sent to Heather Wages and Randi Tanglen or uploaded here.

**Faculty Member:**

CC: The Office of the Provost