Procedures for Tenured Faculty Performance Improvement Plans

Faculty members may become subject to a Performance Improvement Plan after a review by either their Department Chair or the Dean.

The Chair should first notify the faculty member during the annual evaluation/merit review conference that s/he will be recommending a PIP to the Dean of the College.

Deans may initiate a Performance Improvement Plan if s/he concludes during a Periodic Performance Evaluation that a faculty member’s performance is unsatisfactory. The Dean will then consult with the Department Chair about the faculty member’s performance issues prior to making a final decision to place the faculty member on an improvement plan. If the decision is to proceed, the Chair will notify the faculty member of the Dean’s decision.

Once the faculty member has been notified, the Chair will draft a proposal with specific goals to the Dean that addresses the problems that have emerged over the course of several annual reviews. If, for example, the problem is research productivity, the Chair should recommend the number and type of publications, and the quality of the journals or other outlets, that the faculty member should publish within a specified time. In doing so, the Chair should use national norms of the discipline as well as College and Department guidelines on productivity. Should the problem involve teaching effectiveness, the Chair will consult with the Director of the Teaching and Learning Center for advice and direct the faculty member to work with the Center to improve classroom performance. Deficiencies in the area of service should be rectified with concrete plans that give the faculty member opportunities to engage in work that reflects the role of a senior faculty member in the Department, College, and University.

The PIP should identify a limited time frame within which the faculty member is expected to improve his or her performance.

The Chair will monitor the faculty member’s adherence to the PIP, monitoring his/her performance and providing written documentation during the period established in the PIP. At the end of that period, the Chair will meet with the faculty member to discuss progress. If the faculty member has failed to make sufficient progress, the Chair will revise the PIP and repeat it for an additional period of time determined by the Chair and the Dean.

A PIP Memorandum must have the following statement placed just below the signatures line: Failure to perform according to the terms of this agreement may result in further corrective action, up to and including termination.

Once the Dean approves the PIP, the Chair should meet with the faculty member to review the plan and to request that the faculty member sign the PIP. If the faculty member refuses to do so, the Chair should note and date that fact on the PIP form.
If the faculty member does not show sufficient progress after two successive PIP cycles, s/he should be informed that termination for cause proceedings may be initiated by the University in accordance with the provisions of HOP 2.13: Termination and Non-reappointment of Teaching Personnel.