College of Science and Engineering

Five-Year PPR Procedures

Updated September 17, 2024

**Five-Year Periodic Performance Review:** The PPR is a five-year post-tenure/promotion review designed to provide an overview of scholarly, service, and teaching activity for a tenured faculty member (ISUPP 4010, I.A.) ***(Note: ISUPP 4010 is currently under review by FPPC, so there may be some changes moving forward. The college-level procedures will have to align with this updated policy.)***

A section of the CoSE T&P policy addresses the 5-year PPR. The T&P policy is on the CoSE website. The section states:

**PERIODIC PERFORMANCE REVIEW**

Eligibility

Every tenured/tenure-track faculty member who has served for five years since their last major review (e.g. tenure, promotion, or PPR) will participate in a Periodic Performance Review. If faculty have a sabbatical, the sabbatical year is counted in the five years. Department Chairs are also required to complete a 5 year PPR.

Criteria

The faculty member must achieve at least a satisfactory performance level in all three areas of teaching, research activities, and service. They must also show potential for continuing to make professional contributions in all areas of workload assignment.

This information is also written in the fine print at the bottom of the Annual Evaluation Form (which is used for the 5-year PPR).

Five-Year Periodic Performance Review (PPR): The PPR is a post-tenure/promotion review that spans a five-year period and is designed to provide an overview of scholarly, service, and teaching activity for a tenured faculty member (ISUPP 4010, I.A.). PPRs are due to the Provost’s Office at the date listed on the Academic Affairs Calendar. The PPR documentation should include the faculty member's CV and a 3-page summary of their teaching effectiveness, research/scholarship activities, and service covering the work over the PPR period, committee vote and report, chair report, dean report, and any other reports created per college/unit guidelines. All responses to these reports from the faculty member should also be included. These documents and the annual evaluation ranking should be uploaded into the TMS system. Please note that the supporting documentation is not required to be uploaded.

Required Documents for Annual Evaluation, Third-Year Review, and Five-Year PPR

Please note: The Chair Evaluation Form and Dean Evaluation Form are the same for the Annual Evaluation, Third-Year Review, and 5-Year PPR.

Instructions for faculty who are up for review.

1. Create a Box folder and upload the following items
   1. Faculty member’s CV
   2. A three-page summary of their teaching effectiveness, research/scholarship activities, and service (as defined in SBOE II.G.6.g) covering their work over the PPR period established by the Office of the Provost
2. Faculty member’s self-assessment [Annual Faculty Evaluation - Rev 9/2024](https://www.isu.edu/media/libraries/academic-affairs/Annual-Faculty-Evaluation---Revised-September-2024.docx)
   1. [How to Copy and Paste into the Faculty Evaluation Template](https://www.isu.edu/media/libraries/academic-affairs/How-to-Copy-and-Paste-into-the-Faculty-Evaluation-Template.pdf)
3. Share the Box folder with the Department Committee members, the Department Chair, the Dean, the College Admin, and the Department Admin.
4. The Committee Chair will upload the Committee’s vote and report and inform the Department Admin by email that this has been completed.
5. Department admin will remove Committee members’ access to the Box folder immediately after the Committee vote and report have been uploaded.
6. The department admin will notify the faculty member that they have ten days to respond to the committee vote and report. The faculty member will use this form for their response [Faculty Response to Committee, Chair, and Dean Form](https://www.isu.edu/media/libraries/college-of-science-and-engineering/cose/documents/Faculty-response-to-Committee,-Chair,-and_or-Dean-report-(form)-(2).docx) and upload it to the Box folder.
   1. If the committee review indicates the faculty member’s work is unsatisfactory and a performance plan is warranted, then the faculty member has **ten business days** to request an extended review.
   2. If an extended review is requested, the unit director will form an extended review committee within twenty (20) business days after the request, consisting of at least five (5) members, including the PPR committee chair. (See ISUPP 4010 for additional details).
7. The Department Admin will give the faculty member ten business days to respond before notifying the Department Chair that the committee vote and report have been uploaded, the faculty member has had the opportunity to respond, and the folder is ready for the Chair’s review.
8. The Department Chair will access the folder for review. Once the Chair has completed the [Dept Chair Section](https://www.isu.edu/media/libraries/academic-affairs/Dept-Chair-Section.docx) they will upload it to the Box folder and inform the Department Admin that the form has been uploaded.
9. The Department Admin will remove the Department Chair’s access to the Box folder.
10. The department admin will notify the faculty member that they have five days to respond to the Chair’s report. The faculty member will use this form for their response [Faculty Response to Committee, Chair, and Dean Form](https://www.isu.edu/media/libraries/college-of-science-and-engineering/cose/documents/Faculty-response-to-Committee,-Chair,-and_or-Dean-report-(form)-(2).docx) and upload it to the Box folder.
11. The Dean will review the Box folder documents and complete the [Dean Section](https://www.isu.edu/media/libraries/academic-affairs/Dean-Section.docx).
12. The Dean or the Dean’s Assistant will upload the Dean’s completed form to the Box folder.
13. The Dean’s Assistant will notify the faculty member that they have five days to respond to the Dean’s report. The faculty member will use this form for their response [Faculty Response to Committee, Chair, and Dean Form](https://www.isu.edu/media/libraries/college-of-science-and-engineering/cose/documents/Faculty-response-to-Committee,-Chair,-and_or-Dean-report-(form)-(2).docx) and upload it to the Box folder.
14. The faculty member will submit their annual Self-Evaluation Rating, sent by HR to faculty member, in TMS. The Dean’s Office will combine all documents in the Box folder into one PDF and upload it into TMS.
15. The College Admin will move the contents of the faculty member’s evaluation folder into their permanent CoSE faculty file in Box (CoSE Faculty Employee Records>CoSE Faculty Files>Department>Faculty Last name, First Name>Evaluations).
    1. The naming convention for evals: Last name, First name, CYxx Eval
       1. CY= Calendar Year

\*\*\*TMS will only allow three documents to be uploaded. Scan all required documents into one file. Upload the file into TMS.