

Tenured Faculty Review Policy and Procedures
Department of Anesthesia
The University of Iowa Roy J. and Lucille A. Carver College of Medicine
Draft—October 15, 2011

1. As required by the University of Iowa, all tenured faculty members will meet with the Department Head annually to review their professional activities. This document serves as a description of the annual review process in the Department of Anesthesia
2. The Department of Anesthesia has developed written standards of competence (performance) for its faculty. The standards apply to faculty who are in all academic tracks (including tenured faculty) and apply to faculty who have clinical and non-clinical roles in the Department. These standards define minimum expectations for performance and conduct for faculty within the range of their individual professional activities. For example, standards and expectations regarding clinical care only apply to faculty with clinical care responsibilities.
 - a. These performance standards will be reviewed and updated annually and be disseminated to all faculty members on July 1 of each year.
3. Faculty are exempt from an annual review if they are undergoing a promotion review, if they serve as DEO, Assistant Dean, Associate Dean, or Dean, if they are within a year of retirement or have begun phased retirement, or if they have Emeritus status.
4. Faculty will be provided at least 30 day notice prior to the annual review meeting with the Department Head.
 - a. By the end of that 30-day period, faculty are expected to provide the Department Head with, at a minimum, an updated curriculum vitae and updated personal statements regarding teaching, clinical and non-clinical service, and scholarship.
5. During the annual review meeting, the written standards of faculty performance will be the primary measure used by the Department Head to determine whether faculty performance meets the expectations of the Department.
 - a. The annual review of tenured faculty will consider each faculty member's accomplishments in teaching, clinical and non-clinical service, and research/scholarship.
6. A standard Departmental review document will be used to assimilate and organize departmental data regarding individual faculty performance. The standardized review document may be edited by both the Department Head and individual faculty member to correct errors and provide additional information. The standardized review document will serve as the template for written record of the annual review.
7. If there are deficiencies in faculty performance, these will be specifically identified by the Department Head in the written record of the annual review.
8. Faculty will have 10 working days to respond to the Department Head's written assessment. The final review document will indicate that the faculty member has had the opportunity to respond.
 - a. The final annual review document will be signed by both the faculty and the Department Head.
 - b. A copy of the final annual review document (which includes the faculty responses, if any) will be provided to each tenured faculty.
 - c. A copy of the final annual review document (which includes the faculty responses, if any) will be maintained in Departmental personnel files.
9. If the Department Head identifies deficiencies in faculty performance, a copy of the final annual review document will be forwarded to the Dean of the College of Medicine.