

Department of Ophthalmology and Visual Sciences
Faculty Review Process
Five-Year Peer Review Process and Annual Review Process

In following the University of Iowa's Policy of Review of Tenured Faculty Members and the Carver College of Medicine guidelines, the Department of Ophthalmology and Visual Sciences wishes to submit the following process that will be used to review our faculty both on an annual basis and the five-year review process.

Faculty members who are exempt from this scheduled five-year review are as follows:

- A. If being reviewed for promotion to a higher rank during the year of the scheduled review.
- B. If they are within one year of announced retirement or are on phased retirement.
- C. They serve as DEO, Assistant Dean, Associate Dean, or Dean.

Annual Review Process

- A. Each faculty member will submit a written summary of their accomplishments for the previous academic year and their goals for the coming academic year.
- B. The categories that this review should cover are research, both clinical and basic science.
- C. Teaching/Educational activities.
- D. Clinical activities.

This annual review will be submitted to the Department's DEO by the designated date of no later December 1. The faculty will meet and review the submitted information with the DEO. This will provide an opportunity for the faculty member to describe in detail the contents of their submission and will provide an opportunity to discuss future plans and resources necessary for the success of the faculty member. The DEO would then summarize the accomplishments and goals and will offer a critique on whether the faculty member is progressing as expected for promotion, participating in the stated goals of the department, or being a supportive and contributing senior faculty member of the Department.

Five-Year Peer Review Process

Promotion and Tenure Committee will conduct the Five Year Peer Review on designated faculty members. These faculty members' names will be obtained from the Provost and Dean's office. The materials to be submitted by the faculty member will be sent to the designated faculty. This information should be submitted no later than September 1 of the academic year in which the review is to occur.

1. Materials to be submitted by the faculty member undergoing review include but are not limited to:
 - a. An updated CV in the College of Medicine format
 - b. A personal statement (limit three pages) outlining accomplishments over the proceeding five (5) years in the three areas of academic performance: teaching, research and service. If the faculty member has clinical activities, accomplishments in that arena should also be included.
 - c. A statement regarding future plans (limit one page total) in each of the areas noted above, as appropriate.
 - d. Copies of manuscripts over the preceding five (5) years, if applicable
 - e. Copies of teaching materials from the last five (5) years (e.g. syllabi; power point presentations, etc)
 - f. Copies of teaching evaluations from the last five (5) years
 - g. Copies of grant reviews for recent new submissions/renewals, as appropriate
2. Materials to be reviewed by the Peer Review Committee include but are not limited to:
 - a. Materials submitted by the faculty (see above)
 - b. Materials that may be held centrally that are appropriate for the committee to review (e. g. teaching evaluations, evaluation of clinical performance)
 - c. Annual reviews, if such exist
 - d. Previous peer reviews, if such exists

The five-year review will be based on the Department's Matrix for Faculty Evaluations that will be submitted to the faculty member upon request of the materials for review. This matrix would have been previously shared with each faculty member on an annual basis.

The Promotion and Tenure Committee will submit a report based on its review. This report will be completed no later than February 1st of the review year. The report will be submitted to the DEO for review.

The report will also be provided to the faculty member for review and comment. The faculty member has ten (10) calendar days to respond to the review to correct factual errors or rebut the findings of the Committee. If no further action is required, the report is placed in the faculty member's personnel file, along with any response received from the faculty member. The outcome of the peer review is confidential and confined to the faculty member, the review committee, the DEO, the Dean, and others directed by the faculty member, and, in special circumstances, the Provost.

In the event the committee determines that the reviewed faculty performance is below the standards set by the department, we will follow the guidelines for the Carver College of Medicine Value Review Process.

1. The committee shall communicate those concerns to the DEO through its written review.
2. The Dean or his/her designee and the DEO shall develop a written development plan for the faculty member based on the individualized faculty portfolio and taking into consideration the performance standards of the department. This written plan shall include a timetable for evaluation of acceptable progress as well as potential consequences for not meeting expectations in the timeline set forth.
3. Progress towards these goals shall be monitored through the Annual Review process, with written feedback regarding progress provided to the faculty member.
4. If the plan is not acceptable to the faculty member, s/he shall provide a written justification for not agreeing to the plan within ten (10) calendar days of receipt of the plan.
5. The plan and the faculty member's justification for inability to accept the plan shall be presented to the Provost, who will make the final determination.
6. If the faculty member believes that there are grounds for grievance, then the faculty member may seek redress of the grievance within the scope and framework of the Faculty Dispute Procedures (III-29.6).