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Proposal: UNV0005
Date: June 9, 2020

ARTICLE 8B: TENURE REVIEWS

Article 8B establishes procedures for tenure. Within their original hire letter, faculty members will be notified of a schedule for tenure review.

Tenure is held by faculty with the rank of Associate or Full Professor. When an Assistant Professor applies for tenure as described in this Article, they are considered for tenure and promotion to Associate Professor; promotion to Associate Professor is integral to the award of tenure. Tenure-eligible faculty hired at the rank of Associate or Full Professor are considered for tenure only.

Section 1. Purpose of Tenure Reviews

Tenure stabilizes the university's academic programs and enhances academic freedom. The granting of tenure is the most critical decision the University makes in support of continued academic integrity. Tenure reviews occur when faculty seek indefinite faculty appointment.

Section 2. Standard for Tenure

Achievement of the standards associated with tenure review is an academic judgment made by Personnel Review Committees (Divisional and, if appropriate, University), Deans, Provost, and the President. Length of service is not, in itself, sufficient justification for the granting of tenure.

Standard for tenure: The University awards tenure when, through the PRC review process, the faculty member demonstrates that they have met the expected standards defined for the three areas of teaching/librarianship, scholarship, and service.

A faculty member "meets expectations" when they are an active, engaged academic as evidenced by achievement in all three areas. In any given year a faculty member may elect to concentrate their energies on one area more than another. However, when a faculty member applies for tenure, they must demonstrate and provide evidence of a level of performance that at least "meets expectations" in all three areas of teaching/librarianship, scholarship and service.

Tenured faculty can expect to remain a member of the faculty indefinitely.

Section 3. Resources for Faculty Seeking Tenure

The University supports faculty in understanding expectations and procedures, and in planning for and documenting their accomplishments in pursuit of tenure.

- Early in their first year, faculty will consult with the Division Chair regarding their teaching/librarianship, scholarship and service plans for their first year at WOU;
- The Division Chair, or designee, will assist faculty in finding answers to questions they have about expectations and procedures related to review;
- Each year, tenure-track faculty submit an Annual Faculty Report to their Division Chair by

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48 June 30. Annual Faculty Reports include, at a minimum, an updated CV, a summary of
49 accomplishments during the past year, a summary of progress towards meeting previously
50 stated goals, and new goals for the coming year.

51 • ~~The Division Chair will review the Annual Faculty Report and use it to support faculty in~~
52 ~~meeting teaching/librarianship, scholarship and service requirements.~~

53

54 **Section 4. The Faculty Review File and Evidence Presented for Faculty Review**

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56 Faculty who seek tenure are responsible for teaching/librarianship, scholarship and service, and are
57 expected to provide, in their Faculty Review File, evidence of accomplishment in each area.

58

59 **A. Contents of Faculty Review File**

60 All Review Files must, at a minimum, include:

- 61 • A current Curriculum Vitae (CV);
- 62 • Annual Faculty Reports since the previous review period;
- 63 • A report from at least one peer observation of classroom or online teaching for the most recent
64 review period;
- 65 • Data from the mutually agreed upon student course evaluation instrument (SCEI*), provided by
66 the University.
- 67 • For Library Faculty review files, peer and supervisor evaluations in core areas of librarianship
68 should be submitted instead of the peer observation report and SCEI data.

69

70 **B. Evidence Presented for Faculty Review**

71

72 1. Evidence of effective teaching includes:

- 73 • List of classes taught by term during review period;
- 74 • Teaching Philosophy;
- 75 • Presentation of and reflection on sample syllabi from a range of courses over time (including
76 content, organization and methods of evaluation) to demonstrate evolution of approach;
- 77 • Exams, major assignments and other assessment methods from a range of courses;
- 78 • Original instructional materials;
- 79 • Contributions to course design, development, or improvement;
- 80 • Examples of curriculum redesigns and refinements over time;
- 81 • Reflections on evidence of teaching effectiveness (i.e., impact of teaching on student learning
82 and achievement);
- 83 • Peer and supervisor evaluation and observation reports;
- 84 • Comparative data from the mutually agreed upon student course evaluation instrument
85 (SCEI*), provided by the University;
- 86 • Professional development and updating skills and knowledge related to instruction;
- 87 • Reflections on mentoring and oversight of student scholarship or service learning;
- 88 • Additional evidence of instructional success.

89

90 *Any survey not mutually agreed upon, along with any results/data derived from such
91 questions and surveys, is not to be used for purposes of official review unless a member
92 chooses to include it.

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94 2. Evidence of effective librarianship includes:

- 95 • Peer and supervisor evaluations in core areas of librarianship;
- 96 • Programmatic documents and contributions to library products and services;
- 97 • Sample instructional materials;
- 98 • Data from student or faculty ratings of performance in core areas of librarianship;
- 99 • Reflections on evidence of impact of librarianship on student learning and academic success;
- 100 • Reflections on evidence of impact of librarianship on faculty scholarship;
- 101 • Evidence of professional development and updating of skills and knowledge;
- 102 • Personal philosophy of librarianship;
- 103 • Examples of innovations and improvements in provision of library services and products
- 104 over time.

105
106 3. Evidence of scholarship

107
108 In the spirit of Boyer's *Scholarship Reconsidered* (1990), one's "scholarship" may be manifested
109 in one or more of the following venues:

- 110 • Scholarship of discovery — investigative research and creative work of faculty in liberal,
- 111 visual and performing arts;
- 112 • Scholarship of integration — scholarship connecting within and between disciplines;
- 113 • Scholarship of application — study of real world or societal problems;
- 114 • Scholarship of teaching — instructional and classroom research;
- 115

116
117 Regardless of the type of scholarship, all members' work is carefully assessed, with intellectual
118 rigor and excellence, the yardstick by which all four types of scholarship are measured.

119
120 While scholarship can look quite different across members, it cannot be absent as it is the core
121 of academic life. All members must be knowledgeable of developments in their fields, remaining
122 professionally active. All members will be held to the highest standards of integrity in every
123 aspect of their work.

- 124
125 a. The *Scholarship of Discovery* refers to the search for new knowledge and answers the
126 questions: "What is to be known? What is yet to be found?"

127
128 Evidence for this type of scholarship may include scholarly and creative activities
129 that involve clear goals, preparation, appropriate methods, results, and presentation on the
130 part of the faculty as indicated by: a published book, scholarly monograph, article, book
131 review, or essay, performed work or practice in the fine arts; a paper presented at a scholarly
132 meeting at regional, national or international levels; creation of a process, machine,
133 composition that leads to a patent; creation of a scholarly, artistic or scientific procedure or
134 method; state, regional, national, or international recognition as a scholar in an identified
135 area; and positive peer evaluations of the body of work.

- 136
137 b. The *Scholarship of Integration* refers to serious disciplined work that seeks to interpret, draw
138 together and bring new insight to bear on original research including interdisciplinary
139 connections.

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140
141 Evidence for such scholarship may include interpretation of original research; the
142 authoring or coauthoring of peer-reviewed publications of research, policy analysis, case
143 studies, and integrative reviews of the literature; interdisciplinary grant awards or
144 presentations; policy papers designed to influence organizations and governments; first
145 research at the boundaries where field converge; and the illumination of knowledge into a
146 larger context including the education of non-specialists.

- 147
148 c. The *Scholarship of Application* moves the scholar towards engagement answering the
149 question - How can knowledge be responsibly applied to consequential problems?
150

151 Evidence for such scholarship may include the application of one's academic
152 expertise to problems affecting individuals, institutions, or society; peer-reviewed
153 publications of research, case studies, or technical applications, grant awards in support of
154 practice; state, regional, national, or international recognition as a master practitioner; and
155 professional certifications, degrees, and other specialty credentials.
156

- 157 d. The *Scholarship of Teaching and Learning* involves planning, assessing, and modifying one's
158 teaching and applying to it the same exacting standards of evaluation that are used in
159 research.
160

161 Evidence for such scholarship may include peer-reviewed publications of research
162 related to teaching methodology or learning outcomes; case studies related to teaching-
163 learning; learning theory development; and development or testing of educational models or
164 theories; accreditation or other comprehensive program reports; successful applications of
165 technology to teaching and learning; state, regional, national, or international recognition as a
166 scholar in an identified area; published textbooks or other learning aids; grant awards in
167 support of teaching and learning; outcome studies or evaluation/assessment programs; and
168 presentations related to teaching and learning.
169

170 4. Evidence of service

171
172 Service refers to both institutional service (collegiality, service, and leadership within the
173 department, college, and/or institution) and professional service (engagement and leadership
174 within the community, government, or private organizations as well as professional
175 organizations). All faculty are expected to be involved in institutional service and to demonstrate
176 such accomplishments.
177

178 **Section 5. Preparation and Submission of Faculty Review File**

179
180 Tenure reviews are initiated by the faculty member's timely submission of their Faculty Review File as
181 described by this Article. Faculty are responsible for preparing and submitting their Review Files according
182 to University and Division procedures. Review Files must address the standard appropriate to tenure
183 (Section 2, above), and provide evidence of performance and accomplishment (Section 4, above).
184

185 Members with assignments in more than one academic Division are responsible for Review File submission
186 in all areas of assignment. All records relevant to consideration for tenure, including recommendations, will

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187 be sent to the member's primary tenure home DPRC, which will act in accordance with the provisions of
188 this Article. The recommendation of the member's primary division will prevail.

189
190 Members are responsible for submitting tenure review files to their Division Chair by the 4th Friday in
191 October.

192
193 Extensions of the above deadlines may be granted by the appropriate college dean upon written request. If
194 an extension is granted, the due date of the Review File from the DPRC to the Dean will be delayed to no
195 later than the second Friday in February. Provisions for tenure-clock stoppage are described in Section X,
196 below.

197 **Section 6. Additional Procedures**

198
199
200 Members:

- 201 • Will receive written copies of reviews at every level in a timely fashion;
- 202 • Will meet with their divisional DPRC or its representatives to receive and discuss the review
203 in a timely fashion;
- 204 • Have the right to provide a rebuttal to any review within 10 days of receipt of the review; the
205 rebuttal becomes a permanent part of the file;
- 206 • Have the right to withdraw their application for tenure at any time during the review
207 process.
- 208 • Have the right to grieve violations of procedures related to tenure.

209 **Section 7. Reviews that Indicate Faculty Member Does Not Meet Expectations**

210
211 Except as noted in Article 8B, Section 10E on early review for tenure, tenure reviews that conclude that the
212 member does not meet expectations in one or more areas result in non-renewal of the annual, pre-tenure
213 appointment.
214

215 **Section 8. Timely Notice of Non-Continuation**

216
217 Timely notice, consistent with the table below, will be given in writing in instances of non-renewal.
218
219

220 221 222 223 224 225	<p><u>During the first tenure-track year:</u> notice is mailed on or by March 15 for those whose contracts expire June 15 or at least three (3) months' notice given prior to expiration of the appointment</p> <p><u>During the second tenure track year:</u> notice is mailed on or by December 15 for those whose contracts expire June 15 or at least six (6) months' notice given prior to expiration of the appointment</p> <p><u>During the third and subsequent tenure track year:</u> at least twelve (12) months' notice which may be mailed at any time</p>
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Section 9. University Responsibilities to the Tenure Process

A. Planning and Orientation

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226 All divisions are encouraged to provide their faculty with written guidance regarding: (1) the unique,
227 area-specific expectations or standards for teaching/librarianship, scholarship and service within the
228 division, and (2) any specific types of documentary evidence of performance reflecting the
229 requirements of Section 4 above;

230
231 Division chairs will identify, confirm, and notify the DPRC and college dean, in writing, by June 30
232 of all members of the division eligible for and pursuing tenure in the upcoming academic year.
233

234 Early in the fall term, the Provost reviews the purpose and intent of review at each stage, the roles
235 and responsibilities of the Personnel Review Committees, the timelines and review criteria and
236 address questions on any of the University's faculty review policies with academic deans, division
237 chairs, chairs and members of the various Personnel Review Committees, and representatives from
238 the Union.
239

240

241 **B. Convening Personnel Review Committees**

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243 1. Division Personnel Review Committee

244

245 Each academic year, each division will establish a Personnel Review Committee comprised of the
246 Division Chair and a representative group of at least two additional tenured members. The
247 Division Chair will serve as a voting and participating member of the DPRC, but will recuse
248 themselves from discussion or voting on their own applications. Members who are applying for
249 promotion must abstain from service on the DPRC in the year their own application for
250 promotion is being reviewed. If the Division cannot seat at least three members of the DPRC, the
251 Dean will ask the Division faculty to recommend tenured faculty from other Divisions to serve as
252 an outside member of the DPRC. The Dean will make the final appointment of outside members
253 to the DPRC.
254

255

256 2. University Personnel Review Committee

257

258 **Overview.** Each academic year, the University will establish a University Personnel Review
259 Committee comprised of one member from each unit in the university that has a unit-level
260 Personnel Review Committee. The UPRC reviews and provides recommendations on applications
261 for promotion and tenure.
262

263

264 **Eligibility to serve.** Membership on the UPRC is restricted to tenured faculty. To avoid
265 conflicts of interest, no one who is being considered for promotion or tenure will serve on the
266 UPRC. No Division Chair may serve on the UPRC. While the UPRC may include members of a
267 DPRC, each division is encouraged to elect a representative to the UPRC who is not a member of
268 that division's DPRC so as to minimize recusals.

269

270 **Recusal.** UPRC members who served on a particular faculty applicant's DPRC will abstain from
271 voting on or discussing the specific case but may be called upon to clarify expectations appropriate
272 to the particular discipline or division.

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Selection of representatives. Each division will elect a representative to the UPRC. The division chair will announce as early as possible in the fall term who is eligible to serve on the UPRC, after which the division's faculty will vote to select their UPRC representative.

UPRC Chair. The UPRC will provide a recommendation to the Provost regarding the appointment of a UPRC member to the role of Chair of the UPRC. The appointment of the chair will be made by the Provost, in consultation with the Deans and the President. The Chair is responsible for convening and facilitating meetings, and ensuring that notification of UPRC recommendations as described in this article are completed in a timely fashion. The UPRC chair may be eligible for a course release during the Winter term.

C. Review and Transmission of Faculty Review Files and Recommendations

The University conducts reviews at these levels:

- Level 1: Division Personnel Review Committee (DPRC)
- Level 2: College Dean
- Level 3: University Personnel Review Committee (UPRC)
- Level 4: Provost
- Level 5: President

Each review is independent and considers the recommendations at previous level(s). At each level of review, the member receives written notification of the level's recommendation concurrent with the review's transmittal to the next level, if applicable. Applicant faculty members are notified of the final result of the review by the end of the 4th week in May of each academic year.

1. Level 1 Review: Division Personnel Review Committee

Review. The DPRC will review the Faculty Review File, in the context of divisional guidance that may be provided per Article 8B, Section 10A and all prior recommendations at all levels of review. The review will apply the CBA's standards for faculty performance in teaching, service and scholarship and collegiality.

Recommendation. The DPRC will write a letter that reflects upon evidence of the member's attainment of the standard for tenure. The letter may: describe the member's strengths in the areas of teaching/librarianship, scholarship, and service; provide explicit suggestions for areas needing improvement; and assess progress made since prior reviews. The letter will refer to appropriate supporting evidence provided in the applicant faculty member's Review File. The letter will conclude with a recommendation to the appropriate college dean, and be accompanied by the completed form in Appendix G.

Conference. Prior to transmitting the Review File to the Dean, the DPRC or its representatives will provide the member with a written copy of the review, signed by all DPRC members, and meet with the member to discuss it. The Division Chair will prepare a summary of the review conference and present it to the member within ten (10) days of the conference. This summary will be placed in the personnel file in the Provost's office and forwarded to the Dean and the

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320 Provost via the member's PRC binder. The member will sign the report to acknowledge receiving
321 it.

322
323 **Transmission of the file.** The DPRC will transmit its recommendation and the Review File to
324 the Dean by the 3rd Friday in November.

325
326 **2. Level 2 Review: Dean**

327
328 **Review.** In their independent review, the Dean considers all issues relating to procedures and
329 academic judgment. The Dean will review the Faculty Review File, in the context of divisional
330 guidance that may be provided per Article 8B, Section 10A and all prior recommendations at all
331 levels of review. The review will apply the CBA's standards for faculty performance in teaching,
332 service and scholarship and collegiality.

333
334 **Recommendation.** The Dean will write a letter that reflects upon evidence of the member's
335 attainment of the standard for tenure. The letter may: describe the member's strengths in the
336 areas of teaching/librarianship, scholarship, and service; provide explicit suggestions for areas
337 needing improvement; and assess progress made since prior reviews. The dean's letter will refer to
338 appropriate supporting evidence provided in the applicant faculty member's Faculty Review File.
339 The letter will conclude with a recommendation to University Personnel Review Committee and
340 the Provost, and be accompanied by the completed form in Appendix G.

341
342 **Conference.** Concurrent with transmitting the file to the Provost, the Dean will provide the
343 member with a written copy of the review, signed by the Dean and will meet with the member to
344 discuss it prior to the required deadline.

345
346 **Transmission.** The Dean will transmit their recommendation and the Review File to the Provost
347 for distribution to the UPRC by the 3rd Friday in December.

348
349
350 **3. Level 3 Review: University Personnel Review Committee**

351
352 **Review.** In its independent review, the UPRC considers all issues relating to procedures and
353 academic judgment. The UPRC will review the Faculty Review File, in the context of divisional
354 guidance that may be provided per Article 8B, Section 10A and all prior recommendations at all
355 levels of review. The review will apply the CBA's standards for faculty performance in teaching,
356 service and scholarship and collegiality.

357
358 **Recommendation.** The UPRC will write a letter that reflects upon evidence of the member's
359 attainment of the standard for tenure. The letter may: describe the member's strengths in the
360 areas of teaching/librarianship, scholarship, and service; provide explicit suggestions for areas
361 needing improvement; and assess progress made since prior reviews. The UPRC's letter will refer
362 to appropriate supporting evidence provided in the applicant faculty member's Faculty Review
363 File. The letter will conclude with a recommendation to the Provost, and be accompanied by the
364 completed form in Appendix G.

365
366 The UPRC will transmit the file and its recommendation to the Provost by 1st Friday in February.

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367 Concurrent with transmitting the file to the Provost, the UPRC will provide the member with a
368 written copy of the review signed by the UPRC Chair.

369
370 **4. Level 4 Review: Provost**

371
372 **Review.** In their independent review, the Provost considers all issues relating to procedures and
373 academic judgment. The Dean will review the Faculty Review File, in the context of divisional
374 guidance that may be provided per Article 8B, Section 10A and all prior recommendations at all
375 levels of review. The review will apply the CBA's standards for faculty performance in teaching,
376 service and scholarship and collegiality.

377
378 **Recommendation.** The Provost will write a letter that reflects upon evidence of the member's
379 attainment of the standard for tenure. The letter may: describe the member's strengths in the
380 areas of teaching/librarianship, scholarship, and service; provide explicit suggestions for areas
381 needing improvement; and assess progress made since prior reviews. The Provost's letter will refer
382 to appropriate supporting evidence provided in the applicant faculty member's Faculty Review
383 File. The letter will conclude with a recommendation to the President, and be accompanied by the
384 completed form in Appendix G.

385
386 **Transmission.** The Provost will transmit the file and their recommendation to the Provost by 2nd
387 Friday in March. Concurrent with transmitting the file to the President, the Provost will provide
388 the member with a written copy of the review signed by Provost.

389
390 **5. Level 5 Review: President**

391
392 Indefinite tenure appointments are made by the president in witness of the institution's formal
393 decision that the faculty member has demonstrated such professional competence that the
394 institution will not henceforth terminate employment except for cause, financial exigency, or
395 program or department reductions or eliminations. Applicants for tenure, along with all prior
396 review bodies, will be informed of the President's decision in writing by the end of the 4th week in
397 May of the academic year.

398
399
400 **Section 10. Eligibility Timelines for Promotion and Tenure**

401
402 **A. Tenure-Clock Stoppage**

403
404 A member at the rank of Assistant, Associate or Full Professor who becomes a parent through
405 birth or adoption at any point during the probationary (pre-tenure) period will, upon written
406 notification to the Division Chair within six (6) months of the birth or adoption, be automatically
407 awarded a one-year extension of the probationary period before mandatory consideration for
408 indefinite tenure is given. It is the sole decision of the probationary member whether to use or
409 decline the extension. The member will indicate his/her intent to apply for tenure and promotion
410 in the Annual Faculty Report. If the member applies for family medical leave in the Office of
411 Human Resources due to the birth or adoption of a child during the probationary period, the
412 Office of Human Resources will advise the member of the availability of the automatic extension
413 and, with the member's consent, notify the Division Chair that the member will accept the

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414 automatic one- year extension.

415

416 **B. Promotion from Assistant to Associate Professor**

417

418 For those hired as tenure-track Assistant Professors, promotion to Associate Professor and the
419 granting of tenure will occur simultaneously.

420

421 Assistant Professors hired at Step One can apply for promotion to Associate Professor and tenure
422 after four years of continuous service at WOU. The Review File is due and the review process
423 takes place during the fifth year of service. If awarded, promotion and tenure will become effective
424 at the beginning of the sixth year of full-time service.

425

426 If stipulated in the initial hiring contract, a member may be reviewed for promotion to Associate
427 Professor and tenure after a combined minimum of four years of successful continuous service on
428 the tenure track at WOU and another comparable institution. Such members may apply for tenure
429 after two complete years of successful, continuous service on the tenure track at WOU.

430

431 **C. Tenure for Associate Professors**

432

433 A member who is initially hired as an Associate Professor will be reviewed for tenure during the
434 third year of full time, probationary service. In this case, the tenure award will become effective at
435 the beginning of the fourth year of full-time service. If tenure is not awarded after three years of
436 full-time service, then a fourth-year non-tenure track non-renewable contract will be offered. The
437 College Dean, at her/his discretion, may choose to recognize the fourth year as a final
438 probationary period, after which the member will be re-evaluated through one more annual review
439 process on teaching/librarianship, scholarship, and service. If tenure is not then awarded as a result
440 of the review process, there is no obligation for the University to offer an additional contract for
441 the fifth year.

442

443 **D. Tenure for Full Professors**

444

445 If not stipulated in the hiring contract, a member who is initially hired as a Full Professor will apply
446 for tenure review during the second year of continuous service on the tenure track with the tenure
447 award becoming effective at the beginning of the third year of full-time service. If tenure is not
448 awarded at that time, then a third year non-tenure track non-renewable contract will be offered.
449 The College Dean, at her/his discretion, may choose to recognize the third year as a final
450 probationary period, after which the member will be re- evaluated through one more annual review
451 process. If tenure is not then awarded as a result of the review process, there is no obligation for
452 the University to offer an additional contract for the fourth year.

453

454 **E. Early Application for Tenure and Promotion to Associate Professor**

455

456 A member may elect to apply for tenure and promotion to Associate Professor one year before the
457 year specified in the initial hiring contract. The notification of intent will be part of the Annual
458 Faculty Report. This report is due to the respective DPRC, Dean and Chair no later than June 30.
459 The member will be evaluated for promotion and tenure during the following year's review process
460 by the DPRC. Failure to achieve early promotion and tenure does not preclude a member from

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being awarded promotion and tenure in the subsequent year following another review.