

Post-Tenure Review Process

A&M-Commerce Procedure: 12.06.99.R0.02

Approved: July 27, 2016

Most Recent Revision: March 23, 2021

Next Scheduled Review: March 23, 2026

Responsible University Office:

Office of the Provost and Vice President for Academic Affairs

Responsible University Administrator:

Provost and Vice President for Academic Affairs

The post-tenure review process encourages a high level of sustained performance throughout a faculty member's academic career. The review process is intended to convey the constructive spirit of faculty development without intruding on the academic freedom of the faculty.

Post-tenure review at Texas A&M University-Commerce applies to tenured faculty members and relies on the annual review of performance and the sixth-year Professional Review. Both are based on a high standard of excellence in teaching, research or other scholarly and creative activities (RSCA), and service.

Annual Review

Annual reviews of performance are conducted for all faculty members (tenured and untenured). Reviews provide written evaluations of performance in teaching, RSCA, and service; additionally, they result in a written statement of goals commensurate with faculty rank, tenure status, and seniority. Individual faculty plans for achievement are developed annually from department criteria for teaching, RSCA, and service. Annual evaluation of tenured faculty should be treated as an ongoing "post-tenure review" of the tenured faculty.

Sixth-Year Professional Review

Every tenured faculty member is reviewed every sixth year after receiving tenure or an academic promotion. The department head or equivalent will inform the faculty member of the required review and the procedures to be followed. Faculty members who are reassigned to administrative assignments, such as department head, assistant dean, or director of a program, are evaluated for PTR on the basis of the faculty role portion only.

The professional review is conducted by an Ad Hoc Review Committee (AHRC) composed of three tenured faculty members, one of whom is appointed by the academic dean/director of school, one by the department head or equivalent, and one by the faculty member to be reviewed. The committee may include faculty from one's own department or from other departments, colleges, or universities.

Within one month of being notified of the professional review, the faculty member should submit a portfolio, based on the Service Report Form (see the Appendix to university [Procedure 12.06.99.R0.02](#)). The portfolio must include each of the items required in the Service Report Form. Materials may be added at any time during the review process.

The AHRC conducts the professional review within one month after the faculty member submits the initial portfolio and in accordance with the process and timeline set forth in university [Procedure 12.06.99.R0.02](#), Sections 2 and 3.

The Professional Development Plan (PDP) and Its Completion

If the provost decides there are elements of unsatisfactory performance in a faculty member's review, he or she will recommend to the president that the faculty member in question develop a PDP to overcome deficiencies within a period of two years. The PDP is an agreement indicating how specific deficiencies in a faculty member's performance will be remedied.

Each PDP will be developed, implemented, monitored and reported on in accordance with university [Procedure 12.06.99.R0.02](#), Section 4.

Appeals

If a faculty member believes that the provisions of the post-tenure review procedure are unfairly applied, he or she may file a grievance in accordance with the provisions of university [Procedure 32.01.01.R0.01](#).