12.06.99.R0.02 Post-Tenure Review for Faculty

Reviewed March 23, 2021
Next Scheduled Review: March 23, 2026

Procedure Summary

The quality of a university's teaching, research, and public service depends on the quality and expertise of the faculty. Therefore, it is in the best interest of East Texas A&M University to invest in faculty development and to encourage and facilitate an environment in which academic pursuits can flourish. The post-tenure review process shall be in the constructive spirit of faculty development without intruding on the academic freedom of the faculty.

This procedure establishes the process for evaluation the performance of tenured faculty as set forth in System Policy *12.06 Post-Tenure Review of Faculty and Teaching Effectiveness*.

Procedures and Responsibilities

1 INTRODUCTION

The faculty members of the University shall measure their performance against a high standard of excellence in teaching, research or other scholarly and creative activities (RSCA) and service. This standard is maintained by hiring highly qualified professionals and by conducting annual reviews of performance. Departments hire professionals whose credentials and achievements clearly indicate their ability and potential to make professional contributions in a changing environment. Tenure is granted to each faculty member by carefully assessing, over a period of time, contributions to teaching, RSCA and service. Faculty members are reviewed on an annual basis to ensure their continued effectiveness and development.

2 THE POST-TENURE REVIEW PROCESS

Post tenure review (PTR) at the University applies to tenured faculty members and relies on the annual review of performance based on the System Policy 12.02, 12.06 and University Procedure 12.99.99.R0.13.

2.1 Annual Review

2.1.1 As specified in University Procedure 12.99.99.R0.13, annual reviews of performance are conducted for all faculty members (tenured and untenured); reviews provide written evaluations of performance in teaching, RSCA and service; and 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.

2.1.2 Even when a faculty member receives commendable or satisfactory ratings, the Department Head and/or Academic Dean can make recommendations for improvements needed for particular areas, when needed for a desirable performance or for a continuous development. In that sense, annual evaluation of tenured faculty should be treated as an on-going 'post-tenure review' of the tenured faculty.

2.1.3 If a faculty member receives ratings of minimal or unsatisfactory performance, the Department Head and the faculty member will develop on an ongoing basis formative recommendations in the following year's plan to help the faculty member overcome deficiencies or shortcomings in teaching, RSCA or service.

2.2 PTR Steps

According to System Policy 12.06, the post tenure evaluations of tenured faculty "shall occur no more often than once every year, but not less than every six years after the date of the award of tenure." The six-year review process shall consist of two steps as stated below. A timeline for this process is indicated at the end of this procedure.

2.3 Sixth-Year Professional Review

2.3.1 A professional review will be conducted for every tenured faculty at least every sixth year after receiving tenure or an academic promotion. The Department Head will inform the faculty member of the required review and the procedures to be followed.

2.3.2 Faculty members who are reassigned to administrative assignments, such as Department Head, Assistant Dean, or Director of a program, shall be evaluated for PTR on the basis of the faculty role portion only.

2.3.3 The professional review will be conducted by an Ad Hoc Review Committee (AHRC) composed of three tenured faculty members, one of whom shall be appointed by the Academic Dean, one by the Department Head whom shall be from that department 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.

2.3.4 Within the established timeline set for in this procedure, the faculty member will prepare and submit a portfolio, based on the *Service Report Form* given in Appendix, which includes all documents, materials and statements which the faculty member deems relevant and necessary covering all work and accomplishments during the past five years. All materials submitted by the faculty member shall remain in the portfolio. Although review portfolios may differ, each will include the annual evaluations during the past five years; a current curriculum vita; and evidence of performance in teaching, RSCA and service.

2.3.5 The Department Head will add copies of the department faculty evaluation plans during the past five years and any other pertinent information to the portfolio. The faculty member has the right to review and respond in writing to additions to the portfolio, with the written response being included in the portfolio. Materials may be added at any time during the review process.

2.3.6 The professional review will occur within the established timeline set for in this procedure. It will be based on the faculty member's specific role and responsibilities, as outlined in the faculty member's annual plan for achievement (goals) during the immediate past five years. As a matter of due process, the faculty member shall have the right to meet with the review committee (AHRC) prior to its final recommendation. The AHRC will specifically elaborate its findings in writing and will provide copies to the faculty member and Department Head. The Department Head will forward them to the Academic Dean, along with his/her own recommendation. The Academic Dean/ will add his/her recommendation and forward the report and recommendations to the Provost. If there is consensus among the AHRC, Department Head, and Academic Dean that the faculty member's performance is satisfactory, the Provost may rule that the post-tenure review cease and so notify the faculty member and the Department Head.

2.3.7 If there is a lack of consensus on the faculty member's performance then the Provost shall direct the development of a professional development plan. (See § 4.1)

3 TIMELINE FOR THE PTR

The faculty member shall be notified by October 1st of the year the PTR is conducted. The appointment of the AHRC should be completed by October 15th, and the review portfolio should be submitted no later than November 1st of the review year. The review of performance is completed by the AHRC, Department Head, and Academic Dean and is forwarded to the Provost by February 1st. The results of the PTR shall be provided to the faculty member by March 1st. If any of the dates fall on a day which the University is closed, the date will be moved to the following business day which the University is open.

4 THE PROFESSIONAL DEVELOPMENT PLAN (PDP) AND ITS COMPLETION

4.1 The PDP is an agreement indicating how specific deficiencies in a faculty member's performance (as indicated by the review committee) will be remedied**.** If the Provost decides that there are elements of unsatisfactory performance in a faculty member's review, he/she will recommend to the President that the faculty member in question develop a PDP to overcome deficiencies within a period of two years.

4.2 The Department Head, in consultation with AHRC, will help the faculty member finalize the PDP. The PDP, which shall be prepared by April 1st, will be approved by the Academic Dean.

4.3 Although each PDP is tailored to individual circumstances, the plan will:

4.3.1 Identify specific deficiencies found by the committee;

4.3.2 Define specific goals to remedy the deficiencies;

4.3.3 Outline the activities to achieve the goals;

4.3.4 Set timelines for accomplishing the activities;

4.3.5 Indicate the criteria for assessment of progress;

4.3.6 Identify any institutional resources necessary to support the plan, up to the level available to other faculty.

4.3.7 The PDP will be initiated within 30 days after receiving the Academic Dean's approval.

4.4 The faculty member and Department Head will meet a minimum of one time each semester to review the faculty member's progress toward remedying the identified deficiencies. After each meeting, the Department Head will send a progress report to the faculty member, Academic Dean and AHRC. The faculty member under review shall be provided copies of reviews of progress on the PDP by the AHRC and its findings shall be forwarded to the Academic Dean along with the report of the Department Head.

4.5 When the objectives of the PDP have been met, or no later than two years after initiating the plan, the Department Head will make a final report (including an overall rating for the period of the plan) to the faculty member, review committee and Academic Dean. The overall rating will be inclusive of teaching, RSCA and service.

4.6 If after two years of the plan's implementation, the faculty member has not shown improvement in the identified deficiency areas and has not achieved an overall satisfactory rating, dismissal procedures may be initiated in accords with System Policy 12.01 and A&M-Commerce Procedure 12.01.99.R1. An extension of no more than one year may be granted by the Academic Dean upon the recommendation of the Department Head Director under unusual circumstances. The burden of proof is on the University to show adequate cause for dismissal of faculty. (See System Policy 12.01)

5 APPEAL

If a faculty member believes that the provisions of this procedure are unfairly applied, a grievance can be filed under the provisions of University Procedure 32.01.01.R0.01.

Related Statutes, Policies, or Requirements

Texas Education Code § 51.942

System Policy *12.01, Academic Freedom, Responsibility and Tenure*

System Policy *12.06, Post-Tenure Review of Faculty and Teaching Effectiveness*

University Rule *12.01.99.R1 Academic Freedom and Responsibility*

University Procedure *12.99.99.R0.13 Annual Evaluation of Faculty*

University Procedure *32.01.01.R0.01 Grievance and Appeal Process for Faculty Members*

Appendix

Service Report Form

Revision History

Approved July 27, 2016
Revised November 7, 2024 (University Name Update)

Contact Office

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