



UP 12.06.99.H0.01 Post Tenure Review of Faculty and Teaching Effectiveness

Approved: March 2009
Revised: December 2017
Revised: May 5, 2021
Next Scheduled Review: May 2026

Procedure Statement

This procedure for post tenure review of faculty and teaching effectiveness provides the conditions under which tenured Texas A&M University-Texarkana faculty shall be reviewed and the steps that will be followed in such review.

Procedures and Responsibilities

1. MANDATORY POST TENURE REVIEW

- 1.1. Subsequent to the award of tenure, the performance review of a faculty member provides a mechanism to gauge the productivity of the individual and should be designed to ensure satisfactory performance. Post-tenure evaluations are made on the basis of the annual evaluation and in the sixth year must include peer review (see [System Policy 12.02, Institutional Procedures for Implementing Tenure](#) and [System Policy 12.06, Post Tenure Review for Faculty and Teaching Effectiveness](#)). The dean will inform the faculty member of the required review and the procedures to be followed.
- 1.2. Faculty members who are reassigned to administrative assignments, such as department head, assistant dean, or director of a program, shall be evaluated for post tenure review on the basis of the faculty role portion only.
- 1.3. The mandatory post tenure review will be conducted by an ad hoc review committee composed of three tenured faculty in the college, with preference given to faculty in the member's discipline and one chosen by the faculty member being reviewed. The college dean will be responsible for assembling this committee.
- 1.4. Within one month of the date of notification of the mandatory post tenure review, the faculty member will submit a folder containing copies of the past five years of his or her annual performance reviews and a current vita. The faculty member may also include a short letter (not to exceed two pages) that summarizes achievements during the last six years along with any other information the faculty member deems pertinent.
- 1.5. The members of the mandatory post tenure review committee will meet, select a chair from the three members, and review the materials in the folder. Within ten working days the chair of the committee will inform the dean and provost in writing of whether the faculty member received a majority of votes supporting the faculty's review. The

provost informs the faculty member in writing of the committee's decision within ten working days. If a majority of committee members vote to support the faculty member, no further action is needed. If a majority of committee members do not support the faculty member's review, then the dean may initiate a professional development plan.

2. PROFESSIONAL REVIEWS AND DEVELOPMENT PLANS

- 2.1. Initial Review Plan: When a tenured faculty member receives an overall rating of "does not meet expectations" on an annual performance review or an unsatisfactory rating in any one area (Teaching Effectiveness, Research, Creative Activities and other Scholarly Endeavors; or Service) in any single performance review, the dean and faculty member shall develop an initial review plan that shall be attached to the annual performance review report. A copy of both documents shall be submitted to the Provost/VPAA. The purpose of this plan is to improve the faculty member's performance to "meets expectations" within the next performance review period, not to exceed twelve (12) months.
- 2.2. Peer Review: When a tenured faculty member receives two consecutive overall ratings of "does not meet expectations" on annual reviews, the dean will inform the faculty member that s/he is subject to a formal peer review. A faculty member may be exempted from this review upon recommendation of the dean when substantive mitigating circumstances (e.g., serious illness) exist. The faculty member may be advised by private legal counsel or another representative at any stage during the professional review process.
 - 2.2.1. The purposes of peer review are to: identify and officially acknowledge substantial or chronic deficits in performance; develop a specific professional development plan by which to remedy deficiencies; and monitor progress toward achievement of the professional development plan.
 - 2.2.2. The peer review will be conducted by an ad hoc committee composed of three tenured faculty in the college, with preference given to faculty in the member's discipline and one chosen by the faculty member being reviewed. The college dean will be responsible for assembling this committee and providing copies of the last two performance evaluations.
 - 2.2.3. The faculty member to be reviewed shall prepare a review dossier by providing all documents, materials, and statements s/he deems relevant and necessary for the review within one month of notification of the pending peer review. All materials submitted by the faculty member are to be included in the dossier. Although review dossiers will differ, the dossier will include at minimum current curriculum vitae, a teaching portfolio, and a statement on current research, scholarship, or creative work and the service commitments to the university, community, and/or discipline.
 - 2.2.4. The peer review shall be made in a timely fashion (normally less than one month after the faculty member under review submits the initial dossier). The faculty member shall be given the opportunity of meeting with the committee if he or she wishes to do so. The Peer Review Committee shall decide based on a simple majority one of three possible results:

- 2.2.4.1. No deficiencies identified: The faculty member and dean are so informed in writing, and the outcome of the prior annual review is superseded by the ad hoc committee report.
 - 2.2.4.2. Some deficiencies are identified, but are determined not to be substantial or chronic: The Peer Review Committee specifically lists the deficiencies in writing and a copy is provided to the faculty member and the dean. The dean and the faculty member together will develop another “initial review plan” to move to “meets expectations” or better. If a faculty member in this category does not receive a “meets expectations” or better at the next evaluation, the peer review process will be implemented again.
 - 2.2.4.3. Substantial or chronic deficiencies are identified: The Peer Review Committee specifically lists such deficiencies in writing and a copy is provided to the faculty member and dean. The faculty member, Peer Review Committee, and dean shall then work together to draw up a professional development plan.
- 2.3. The Professional Development Plan: The professional development plan shall indicate how specific deficiencies in a faculty member's performance (as measured against stated college criteria developed under the provision of this procedure) will be remedied. The plan will grow out of collaboration between the faculty member, the Peer Review Committee, and the dean, and should reflect the mutual aspirations of the faculty member and the college. It is the faculty member's obligation to assist in the development of a meaningful and effective plan and to make a good faith effort to implement the plan adopted.
- 2.4. All initial review and professional development plans shall have the following components:
 - 2.4.1. Identification of specific deficiencies to be addressed;
 - 2.4.2. Specific goals or outcomes necessary to remedy the deficiencies;
 - 2.4.3. Activities to be undertaken to achieve the necessary outcomes;
 - 2.4.4. Time lines for accomplishing the activities and achieving intermediate and ultimate outcomes;
 - 2.4.5. Criteria for assessment in annual reviews of progress in the plan; and
 - 2.4.6. List of institutional resources to be committed in support of the plan.
- 2.5. Assessment of Plans

The faculty member and dean will meet periodically to review the faculty member's progress toward remedying deficiencies specified in the initial review or professional development plan. A progress report will be forwarded to the Provost/VPAA and Peer Review Committee, if applicable. The faculty member's progress on the respective plan shall be reflected in his/her respective formal annual performance review.
- 2.6. Completion of the Professional Development Plan

When the objectives of the plan have been met or the agreed timeline exceeded, or in any case, no later than two years after the start of the development plan, the dean shall make a final report to the Provost/VPAA and send a copy to the faculty member. The successful completion of the development plan is the positive outcome to which all faculty and administrators involved in the process must be committed. The re-engagement of faculty talents and energies reflects a success for the entire University community. If, after consulting with the Peer Review Committee, the dean and Provost agree that the faculty member has failed to meet the goals of the professional development plan and that the deficiencies in the completion of the plan separately constitute good cause for dismissal under applicable tenure policies, dismissal proceedings may be initiated under applicable policies governing tenure, academic freedom, and academic responsibility.

3. APPEAL

If at any point during the process, the faculty member believes the provisions of this procedure are being unfairly applied, a grievance can be filed under the provisions of [System Regulation 32.01.01, Complaint and Appeal Procedures for Faculty Members](#) and [University Procedure 32.01.01.H0.01, Complaint and Appeal Procedures for Faculty Members](#).

Related Statutes, Policies, or Requirements

[System Policy 12.02, Institutional Procedures for Implementing Tenure](#)
[System Policy 12.06, Post-Tenure Review of Faculty and Teaching Effectiveness](#)
[Texas Education Code, Section 51.942](#)
[System Regulation 32.01.01, Complaint and Appeal Procedures for Faculty Members](#)
[University Procedure 32.01.01.H0.01, Complaint and Appeal Procedures for Faculty Members](#)

Contact Office

Provost and Vice President for Academic Affairs
903-223-3004

Approved:

DocuSigned by:



Emily P. Cutrer, Ph.D.

President, Texas A&M University-Texarkana

5/14/2021

Date