



12.06.99.C0.01 Post-Tenure Review

Approved: July 31, 2000

Revised: May 23, 2016

Next Scheduled Review: May 23, 2021

Procedure Statement

Periodic evaluation of tenured faculty is required by *Texas Education Code* Section 51.942 and system policy 12.06 Post-Tenure Review of Faculty and Teaching Effectiveness, both of which establish that the overriding purpose for faculty evaluation is to support tenure and promote faculty development. Texas A&M University – Corpus Christi is recognized for the outstanding quality of its faculty; therefore, it is expected that the vast majority of faculty will be found to meet or exceed expectations as a result of comprehensive review.

Reason for Procedure

Comprehensive periodic review of tenured faculty is intended to enhance and protect, not diminish, the important guarantees of tenure and academic freedom through a positive, thorough, fair, and transparent process.

Procedures and Responsibilities

GUIDELINES FOR COMPREHENSIVE PERIODIC REVIEW OF TENURED FACULTY

1. Introduction

The following guidelines are to be used for reviews of tenured faculty with workloads of less than 50% administrative assignments.

Nothing in these guidelines shall be interpreted or applied to infringe on the tenure system, academic freedom, due process, or other protected rights, nor to establish new term-tenure systems or to require faculty to reestablish their credentials for tenure.

2. Purpose

The purpose of comprehensive evaluation is to:

- Assess whether the individual is making a contribution consistent with that expected of a tenured faculty member.
- Provide guidance for continuing and meaningful faculty development,
- Assist faculty to enhance professional skills and goals,
- Refocus academic and professional efforts, when appropriate,
- Provide assurance that faculty members are meeting their responsibilities to the University and the State of Texas

3. Responsibility and Scope

- 3.1 Each college will submit its post-tenure review process to the Office of the Provost for review and approval. The process will include a description of the process for naming peer committees, college specific criteria agreed upon by the faculty, a description of responsibilities of those involved in the process, and a schedule for review of the process. College specific criteria, responsibilities and processes and responsibilities must augment, not replace or contradict, the processes outlined in this procedure.
- 3.2 The evaluation shall be conducted by a peer committee of tenured faculty at the departmental or college level, as determined by the college. *Unsatisfactory* reviews are subject to further evaluation and recommendation by the dean and provost.
- 3.3 For joint positions, the primary department will be the locus of the evaluation.
- 3.4 Every tenured member of the faculty will undergo a comprehensive review every six years, or following the second *unsatisfactory* comprehensive annual evaluation in any 6-year evaluation cycle. The post tenure evaluation may not be waived for any active faculty member, but may be deferred in rare circumstances when the review period coincides with approved leave or based on significant extenuating circumstances. A deferral request must be submitted by the faculty member to the provost's office through the department chair and dean and be for a period of no more than one year from the scheduled review. Subsequent extensions as necessary will require separate application and approval. A successful comprehensive review for promotion to professor may serve in place of this post tenure review process.
- 3.5 The six-year period starts with the first full academic year appointment in a tenured position. The period restarts at the time of promotion to full professor.
- 3.6 Except for leaves occurring in the sixth year, periods when a faculty member is on leave will still count towards the six-year requirement.
- 3.7 Faculty due for a six-year evaluation shall be provided notice no later than October 15 that the review will be conducted the following spring. All faculty in the sixth full year of service since their last review or promotion must be notified unless a deferral has been requested and approved by the provost's office.

3.8 The basis of the review is the record of teaching, scholarship, and service. The following materials for the six years under review are to be assessed:

- Current curriculum vitae,
- Annual performance evaluations
- Annual Faculty Activity Reports as determined by each college.

Results of previous Post-Tenure Reviews will not be included as part of the evaluation.

3.9 Faculty members will receive an evaluation for each category of responsibility (teaching, scholarship, service) as well as a comprehensive evaluation. Evaluations shall focus on individual performance relative to assigned responsibilities and contributions consistent with that of a tenured faculty member of comparable rank and workload.

4. Review Categories

- *Exceeds expectations* – Faculty member exceeds expectations for assigned responsibilities and provides contributions that always meet or exceeded that expected of a tenured faculty member of comparable rank and workload.
- *Standard*– faculty member meets responsibilities and provides contributions comparable to that expected of a tenured faculty member of comparable rank and workload. Strengths are commended and weaknesses are identified for near-term improvement.
- *Unsatisfactory* – well below minimum expectations for assigned responsibilities and contributions consistent with that expected of a tenured faculty member of comparable rank and workload. Reflects disregard of previous advice or efforts to provide correction, assistance, and/or professional misconduct, dereliction of duty or incompetence.

5. Evaluation Process

5.1 The tenured faculty member is notified that he or she will undergo a comprehensive periodic review during the following spring semester. Notification occurs by October 15th.

5.2 The faculty member submits his or her current curriculum vitae as well as the faculty activity report to the dean or the dean's designee by January 20th. Department chairs submit copies of the faculty member's annual evaluations for the past six years, and an evaluation summary not to exceed one page, to the dean or the dean's designee by January 20th. If a faculty member has written a response to any annual evaluation during the review period, the response letter(s) will be included.

- 5.3 By February 1st, the dean or dean's designee provides the peer-review committee with a copy of the submitted documents. The peer-review committee shall be formed at either the department or college level, as determined jointly by the faculty and dean of each college. The peer-review committee shall consist of at least three tenured members, elected annually by the faculty.
- 5.4 By March 1st, the peer-review committee will submit an evaluation report for each faculty member undergoing post-tenure review to the Office of the Provost. The report shall state the rating for each category of responsibility, the comprehensive evaluation rating, and the basis for that determination.
- 5.4.1 A copy of the college post-tenure review process must be submitted with its post-tenure review reports.
- 5.4.2 If the peer-review evaluation is *Unsatisfactory* in any category, the peer-review committee evaluation report shall contain sufficient documentation to identify the area(s) and particulars of the unsatisfactory performance and the basis for the committee's decision. The report shall refrain from speculating on the reasons why the performance is unsatisfactory.
- 5.4.3 If the evaluation is *Unsatisfactory* in any category the dean shall review the submitted documents and prepare a separate report and recommendation. The dean's and peer committee's reports and recommendations shall be forwarded to the provost for review by April 1st. The provost will prepare a final decision by April 15th.

6. The Professional Development Plan

- 6.1 For all faculty ultimately receiving an *Unsatisfactory* rating, the faculty member, peer-review committee and department chair shall establish a professional development plan within 30 days of receiving the final decision. This plan shall be subject to review and approval by the dean. Should the 30-day period end after the conclusion of the spring semester the deadline will be extended until September 15.

The plan will:

- Indicate the University resources available to provide appropriate support for the faculty member in achieving the goals of the plan, and
- Indicate who will monitor the implementation of the plan and support the faculty member through the process (for example, a faculty mentor or the department chair), and
- Include a follow-up schedule (with specific dates), benchmarks, and tangible goals for evaluating improved performance.

- 6.2 The original written evaluation and development plan shall be submitted to the Provost's Office with a copy maintained in the College.
- 6.3 Normally, the development plan period will be for two years. The department chair, with input from the peer-review committee, will assess evidence of improvement after one year. A one-year status report, and a final report will be submitted to the dean and provost by May 15th of ensuing years.
- 6.4 The successful completion of the PDP is the positive outcome to which all faculty and administrators involved in the process must be committed. However, if the faculty member is deemed to have made insufficient progress by the end of the plan period, the department chair will take appropriate administrative action, up to including recommendation for dismissal proceedings, in conjunction with the Dean.

7. Disciplinary Action

If incompetence, neglect of duty, or other good cause is determined to be present, appropriate disciplinary action, up to and including review for termination, may be initiated in accordance with due process procedures of Texas A&M University – Corpus Christi Rule 12.01.99.C3 Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments and Texas A&M University System Policy 12.01 Academic Freedom, Responsibility and Tenure.

8. Periodic Review

Periodic reviews will be conducted by the University Promotion and Tenure Committee to provide feedback on college post-tenure review committees' adherence to their established standards and processes.

Related Statutes, Policies, or Requirements

- TAMU System Policy [12.01](#) Academic Freedom, Responsibility and Tenure
- TAMU System Policy [12.06](#) Post-Tenure Review of Faculty and Teaching Effectiveness
- TAMUCC Rule [12.01.99.C3](#) Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments
- TAMUCC Procedure [12.01.99.C0.02](#) Academic Freedom
- TAMUCC Procedure [12.01.99.C0.03](#) Responsibilities of Full-Time Faculty Members
- TAMUCC Procedure [12.02.99.C0.01](#) Tenure
- TAMUCC Procedure [12.99.99.C3.01](#) Designation of Graduate Faculty
- TAMUCC Procedure [33.99.99.C0.02](#) Performance Reviews of Full-Time Faculty Members
- Texas Education Code 51.942 Performance Evaluation of Tenured Faculty

Contact Office

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