



## 12.06.99.D0.01 Post-Tenure Review

Approved: May 29, 2015

Revise:

Next Scheduled Review: May 29, 2018

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### Procedure Statement

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Post-tenure review at Texas A&M University–Central Texas (A&M–Central Texas) applies to tenured faculty members and is comprised of annual performance reviews by the department chair (or individual responsible for conducting the annual evaluation) as well as a comprehensive review by a committee of peers that occurs not less frequently than once every six years. Post-tenure review is intended to promote continued academic professional development and enable a faculty member who has fallen below performance norms to pursue a peer-coordinated professional development plan and return to expected levels of productivity.

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### Reason for Procedure

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This procedure establishes supplemental guidelines at A&M–Central Texas regarding post-tenure review. This procedure does not supersede Standard Administrative Procedure 12.02.99.D0.01 *Institutional Procedures for Implementing Tenure* that defines tenure policies and the process under which dismissal for cause proceedings may be initiated.

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### Procedures and Responsibilities

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#### 1. ANNUAL REVIEW

Annual reviews of performance are to be conducted for all tenured faculty members and must result in a written document stating the department chair’s evaluations of performance in scholarship, teaching, service, and other assigned responsibilities (Administrative Evaluation of Faculty guidelines). In addition, the expectations for the ensuing evaluation period for each faculty member, commensurate with his or her rank and seniority, must also be in the document.

- 1.1 In each department or college, stated criteria for categories of performance to be assessed in the annual review will be established by departmental or college faculty and approved by department chair, dean, and Provost. The categories established will range from “outstanding” to “needs improvement” by departmental standards.

- 1.2 An annual review resulting in an unsatisfactory performance shall state the basis for the ranking in accordance with the criteria. Each unsatisfactory review should be reported to the dean.
- 1.3 The report to the dean of each unsatisfactory performance evaluation should be accompanied by a written plan, developed by the faculty member and department chair, for near-term improvement.
- 1.4 For tenured faculty with budgeted joint appointments, department chairs or program directors of the appropriate units will collaborate to develop accurate annual reports.

## 2. COMPREHENSIVE PEER REVIEW

As part of the post-tenure review process a review by a committee of peers must occur not less frequently than once every six years. If the peer review is incorporated into the annual review, then a comprehensive peer review is not necessary.

- 2.1 The purpose of the comprehensive peer review is to:
  - 2.1.1 provide guidance for continuing and meaningful faculty development;
  - 2.1.2 assist faculty to enhance professional skills and goals;
  - 2.1.3 refocus academic and professional efforts, when appropriate; and
  - 2.1.4 assess whether the individual is making a contribution consistent with that expected of a tenured faculty member.
- 2.2 Departments and/or colleges must have post-tenure review guidelines which will be published and distributed to faculty members within the respective colleges and clearly state:
  - 2.2.1 how peer evaluation of performance is incorporated in the comprehensive peer review process. For example, departments may have peer committees to advise the department head for annual reviews, or departments may have post-tenure review committees;
  - 2.2.2 criteria for categories of performance, which must be in agreement with those established for annual review;
  - 2.2.3 review procedures and timelines;
  - 2.2.4 assess materials to be reviewed.
- 2.3 A report of unsatisfactory performance in a comprehensive peer review shall state the basis for that finding in accordance with the criteria described in the guidelines. An unsatisfactory review will trigger the initiation of a professional review plan (see below).

2.4 For tenured faculty with budgeted joint appointments, comprehensive evaluation will be conducted as per the post-tenure review guidelines of the department or program where the faculty holds the majority of the appointment (ad hoc) unless the faculty member request to be reviewed by both units. If reviewed only by the primary department the department chair will share the report with the department head of the secondary department.

### 3. PROFESSIONAL REVIEW

3.1 A professional review will be initiated when a tenured faculty member receives three consecutive unsatisfactory annual reviews (section 1) or an unsatisfactory comprehensive peer review (section 2) or if the faculty member requests this review (section 6). The department chair will inform the faculty member that he or she is subject to professional review, and of the nature and procedures of the review. A faculty member can be exempted from review upon recommendation of the department chair and approval of the dean when substantive mitigating, circumstances (e.g. serious illness) exist. The faculty member may be aided by private legal counsel or another representative at any stage during the professional review process.

3.1.1 The purposes of professional 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.

3.1.2 The professional review will be conducted by an ad hoc review committee (hereafter referred to as the review committee), unless the faculty member requests that it be conducted by the department chair. The three member ad hoc faculty review committee will be appointed by the dean, in consultation with the department chair and faculty member to be reviewed. When appropriate, the committee membership may include faculty from other departments, colleges, or universities.

3.1.3 The faculty member to be reviewed will prepare a review dossier by providing all documents, materials, and statements he or she deems relevant and necessary for the review within one month of notification of professional 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 service.

3.1.4 The department chair will add to the dossier any further materials he or she deems necessary or relevant to the review of the faculty member's academic performance. The faculty member has the right to review and respond in writing to any materials added by the department head with the written response included in the dossier. In addition, the faculty member has the right to add any materials at any time during the review process.

3.1.5 The professional review will be made in a timely fashion (normally within three months after submission of the dossier). The professional review will result in one of three possible outcomes:

3.1.5.1 no deficiencies identified. The faculty member, department chair, and dean are so informed in writing, and the outcome of the prior annual review is superseded by the ad hoc committee report,

3.1.5.2 some deficiencies are identified but are determined not to be substantial or chronic. The review committee specifically elaborates the deficiencies in writing and a copy is provided to the faculty member, the department chair, and the dean to better inform the near term improvement plan of Section 1.3,

3.1.5.3 substantial or chronic deficiencies are identified. The review committee specifically elaborates the deficiencies in writing and a copy is provided to the faculty member, department chair, and dean. The faculty member, review committee, and department chair shall then work together to draw up a professional development plan (see section 4) acceptable to the dean.

#### 4. THE PROFESSIONAL DEVELOPMENT PLAN

4.1 The Professional Development Plan shall indicate how specific deficiencies in a faculty member's performance (as measured against stated departmental criteria developed under the provision of this procedure) will be remedied. The plan will grow out of collaboration between the faculty member, the review committee, the department chair and the dean, and should reflect the mutual aspirations of the faculty member, the department, and the college. The plan will be formulated with the assistance of and in consultation with the faculty member, and shall take no longer than three years to complete. The plan should be constructed in a way to remedy a deficiency as quick as possible; a deficiency in the area of service could be remedied relatively quickly, while a deficiency in the area of scholarship may take the maximum of three years. As stated in Section 2.2, departments and/or colleges must have post-tenure review guidelines that address these requirements.

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.

Although each professional development plan is tailored to individual circumstances, the plan will:

4.1.1 identify specific deficiencies to be addressed;

4.1.2 define specific goals or outcomes necessary to remedy the deficiencies;

4.1.3 outline the activities to be undertaken to achieve the necessary outcomes;

4.1.4 set time lines for accomplishing the activities and achieving intermediate and ultimate outcomes;

4.1.5 indicate the criteria for assessment in annual reviews of progress in the plan;

4.1.6 identify institutional resources to be committed in support of the plan.

#### 4.2 Assessment.

The faculty member and department chair will meet annually to review the faculty member's progress toward remedying deficiencies. A progress report will be forwarded to the review committee and to the dean. Further evaluation of the faculty member's performance within the regular faculty performance evaluation process (e.g. annual reviews) may draw upon the faculty member's progress in achieving the goals set out in the professional development plan.

#### 4.3 Completion of the Plan.

4.3.1 When the objectives of the plan have been met or the agreed timeline exceeded, or in any case, no later than three years after the start of the development plan, the department chair shall make a final report to the faculty member and dean. 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.

4.3.2 If, after consulting with the review committee, the department chair and dean 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.

### 5. APPEAL

5.1 If at any point during the procedure the faculty member believes the provisions of this procedure are being unfairly applied, a grievance can be filed under the provisions of SAP 32.01.01.D0.01 *Complaint and Appeal Procedures for Faculty Members*.

5.2 If the faculty member wishes to contest the professional review committee's finding of substantial or chronic deficiencies, the faculty member may appeal the finding to the Provost, whose decision on such an appeal is final. If the faculty member, department chair, and review committee fail to agree on a professional development plan acceptable to the dean, the plan will be determined through mediation directed by the Provost.

### 6. VOLUNTARY POST-TENURE REVIEW

A tenured faculty member desirous of the counsel of a professional review committee in evaluating his or her career may request such counsel by making a request to the department chair.

## **Related Statutes, Policies, or Requirements**

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System Policy [12.06 Post-Tenure Review of Faculty and Teaching Effectiveness](#)

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## **Contact Office**

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