

Post-Tenure Review of Faculty and Teaching Effectiveness



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Next Scheduled Review: February 12, 2031

Rule Summary

Post-tenure review at Texas A&M-Kingsville (TAMUK) is required of all tenured faculty. Post-tenure review is intended to support tenure and promote continued academic professional development. Post-tenure review includes annual performance reviews and a periodic comprehensive review of tenured faculty that is intended to enhance and protect, not diminish, the important guarantees of tenure and academic freedom through a positive, thorough, fair, and transparent process.

This rule, required by System Regulation *12.06, Post-Tenure Review of Faculty and Teaching Effectiveness*, describes the process for post-tenure review of tenured faculty members.

Rule

1. POST-TENURE REVIEW

- 1.1. All tenured faculty at TAMUK are subject to annual performance reviews and periodic post-tenure reviews.
- 1.2. Faculty members with administrative assignments, such as department chairs, assistant/associate deans, and directors of programs, must be evaluated on the faculty portion of their appointments only.
 - 1.2.1. Individuals returning to tenured faculty roles from a fully administrative position will undergo post-tenure review no sooner than three years and no later than six years after entering the new role as determined by the individual in consultation with the dean.
 - 1.2.2. Faculty who occupy administrative roles that comprise at least 75% workload are subject to a modified post-tenure review process related to their job functions.
 - 1.2.3. These procedural guidelines must not 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.

- 1.3. Performance reviews of all tenured faculty members are to be conducted annually by the chair of the faculty member's department.
 - 1.3.1. The review will result in a written narrative explaining the chair's evaluation of the faculty member's performance in the areas of teaching effectiveness, research and scholarly activity, professional growth and activities, and service, as well as other areas of responsibility that are specified in the faculty member's appointment letter.
 - 1.3.2. The faculty member will receive a score on a 7-point scale in each of the four evaluation areas; any area scoring lower than 4 points indicate unsatisfactory performance and will result in the implementation of a written, short-term development plan for the faculty member. The plan will include performance benchmarks for returning to satisfactory performance.
- 1.4. In addition to the annual performance review, tenured faculty will undergo periodic comprehensive reviews. The periodic comprehensive review is conducted no more often than once every year, but no less often than once every six years.
 - 1.4.1. The purpose of the comprehensive review is to:
 - (a) assess whether the individual is making a contribution consistent with that expected of a tenured faculty member;
 - (b) provide guidance for continual and meaningful faculty development; Assist faculty to enhance professional skills and goals;
 - (c) refocus academic and professional efforts, when appropriate; and
 - (d) provide assurance that faculty members are meeting their responsibilities to the university and the State of Texas.
 - 1.4.2. The basis of the review is the comprehensive record of teaching, scholarship and creative activity, professional development activities, and service. The following required documents are to be assessed when the review occurs:
 - (1) Current curriculum vitae;
 - (2) Comprehensive summary of record of teaching, scholarship, professional development, and service for the post-tenure review period; and
 - (3) Summary Annual Evaluation Forms signed by the department chair and college dean for the post-tenure review period.
 - 1.4.3. Results of previous comprehensive post-tenure reviews will not be included as part of the evaluation.

2. COMPREHENSIVE REVIEW GUIDELINES

- 2.1. The department chair identifies faculty members who are due for a comprehensive post-tenure review and sends a schedule of the process along with this rule no later

than November 1st and informs them that they will undergo the review during the following spring semester.

- 2.2. For joint faculty positions, the primary department will be the locus of the evaluation. However, faculty will be expected to meet the requirements for both departments. These requirements will be shared with the faculty member by the respective department chairs.
- 2.3. The comprehensive post-tenure review cycle begins with the first full academic year of appointment in a tenured position or following the completion of a successful comprehensive post-tenure review. If applicable, the period restarts at the time of promotion to full professor.
- 2.4. Except for leave occurring in the sixth year, periods when a faculty member is on leave will still count towards the six-year requirement.
- 2.5. The comprehensive review may not be waived for any faculty member but may be deferred when the review coincides with approved leave or for significant extenuating circumstances. A deferral request must be submitted by the faculty member to the Office of the Provost through the department chair and dean.
- 2.6. Faculty members will receive an evaluation for each category of responsibility (teaching, scholarship and creative activity, professional development, and service) as well as a summarized comprehensive evaluation. Evaluations must focus on individual performance relative to assigned responsibilities and contributions consistent with that of a tenured faculty member of comparable rank and workload.
- 2.7. Evaluation ratings:
 - (a) Satisfactory: meets or exceeds expectations for assigned responsibilities and provides contributions that always meet or exceed those expected of a tenured faculty member of comparable rank and workload.
 - (b) Unsatisfactory: does not meet minimum expectations for assigned responsibilities and contributions are not consistent with those expected of a tenured faculty member of comparable rank and workload. Evaluations may reflect disregard of previous advice or development efforts and/or professional misconduct, dereliction of duty, or incompetence.

3. COMPREHENSIVE REVIEW PROCESS

- 3.1. The following describes the process for faculty with no unsatisfactory ratings in their annual performance review for the period under consideration.
 - 3.1.1. During the sixth year following either the appointment of a tenured role or following the completion of a successful post-tenure comprehensive review, tenured faculty who do not receive an unsatisfactory rating in any annual performance evaluation category (i.e., receive satisfactory rating score of four and above on a 7-point scale in the following categories: Teaching Effectiveness; Research, Creative Activities and other Scholarly Endeavors;

and Service and Professional Development) must submit a Comprehensive Post-Tenure Review Portfolio containing the required documents (listed in Section 1 of this document) to the department chair for a comprehensive review by the Post-Tenure Peer Review Triad Committee (appointed by the college dean, based on Section 4 of this document), the department chair, the college dean, and the provost.

- 3.1.2. The Post-Tenure Peer Review Triad Committee reviews the portfolio and provides a copy of its recommendation to the faculty member and the department chair.
 - 3.1.3. The department chair reviews the portfolio and provides a copy of his/her recommendation to the faculty member and the college dean.
 - 3.1.4. The college dean reviews the portfolio and provides a copy of his/her recommendation to the faculty member and the provost.
 - 3.1.5. The provost reviews the portfolio and the recommendations and provides a copy of their recommendation to the faculty member.
 - 3.1.6. In the case of a negative recommendation from the provost, the provost meets with the faculty to provide justifications for the negative recommendation and notifies the college dean. The college dean requests the Post-Tenure Peer Review Triad Committee to prepare a professional development plan (based on Section 5 of this document). The college dean provides a copy of the plan to the faculty member and the provost.
- 3.2. The following describes the process for faculty with any unsatisfactory ratings in their annual performance review for the period under consideration.
- 3.2.1. An unsatisfactory rating in any annual performance evaluation category requires the implementation of a written, short-term development plan, prepared by the department chair for the faculty member to return to satisfactory performance with input from the faculty member. Faculty members who receive a second unsatisfactory rating in any annual performance evaluation category within six years of the first unsatisfactory rating will be subject to additional assessment and will be recommended for early post-tenure review, to be initiated no later than the next academic year.
 - 3.2.2. The faculty member will submit a Comprehensive Post-Tenure Review portfolio containing the required documents (listed in Section 1 of this document) for a comprehensive review by the Post-Tenure Peer Review Triad Committee (appointed by the college dean according to Section 4 of this document), the department chair, the college dean, and the provost.
 - 3.2.3. The Post-Tenure Peer Review Triad Committee reviews the portfolio and provides a copy of its recommendation to the faculty member and the department chair.

- 3.2.4. The department chair reviews the portfolio and provides a copy of his/her recommendation to the faculty member and the college dean.
- 3.2.5. The college dean reviews the portfolio and provides a copy of his/her recommendation to the faculty member and the provost.
- 3.2.6. The provost reviews the portfolio and the recommendations and provides a copy of his/her recommendation to the faculty member.
- 3.2.7. In the case of a negative recommendation from the provost, the provost meets with the faculty member to provide justifications for the negative recommendation and notifies the college dean. The college dean requests the Post-Tenure Peer Review Triad Committee to prepare a professional development plan (based on Section 5 of this document). The college dean provides a copy of the plan to the faculty member and the provost.

4. COMPREHENSIVE POST-TENURE PEER REVIEW TRIAD COMMITTEE

- 4.1. The chair and/or dean nominates four faculty members at or above the appraisee faculty member's rank within the appraisee's discipline or a related discipline. The appraisee faculty member selects two of these to serve on the Post-Tenure Review Triad Committee. The appraisee faculty member nominates two faculty members (at or above rank) within his/her discipline or a related discipline, from which the chair and/or dean selects one. This process yields a three-member committee.
- 4.2. The committee elects a chair, reviews the post-tenure review documents, and submits a recommendation to the department chair.
- 4.3. In case of a negative recommendation from the provost at the end of the comprehensive post-tenure review process, the committee along with the appraisee faculty member creates a professional development plan (based on Section 5 of this document). The committee chair provides a copy of the plan to the department chair, the college dean, and the provost.

5. PROFESSIONAL DEVELOPMENT PLAN

- 5.1. The professional development plan must indicate how specific areas for improvement in a faculty member's performance (as measured against stated college and departmental annual evaluation criteria) will be remedied. The plan will be formulated by the Post-Tenure Review Triad Committee with the assistance of and in consultation with the faculty member. 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:
 - (a) identify specific area(s) for improvement to be addressed;
 - (b) define specific goals or outcomes necessary to remedy the area(s) for improvement;

- (c) outline the activities to be undertaken to achieve the necessary outcomes;
 - (d) set timelines for accomplishing the activities and achieving intermediate and ultimate outcomes;
 - (e) indicate the criteria for assessment in annual reviews of progress;
 - (f) identify institutional resources to be committed in support of the plan, if appropriate.
- 5.2. The faculty member and department chair will meet at the end of each long semester in addition to the annual performance review process, to review the faculty member's progress toward remedying area(s) for improvement. A progress report from the department chair will be forwarded to the dean with a copy to the faculty member each year during the annual performance review period.
- 5.3. 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 must create a final report to the faculty member and the dean. The dean will approve the report and forward a copy of the approval to the provost. 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 the department chair and dean agree that the faculty member has failed to meet the goals of the professional development plan in a timely manner, the university may take appropriate actions including appropriate discipline or termination based on Section 8 (Dismissal for Cause) of *System Policy 12.01, Academic Freedom, Responsibility and Tenure*.
- 5.4. If at any point during the procedure, the faculty member believes the provisions of this process are being unfairly applied, a grievance can be filed under the provisions of appropriate university procedures.

Related Statutes, Policies, or Requirements

[System Policy 12.01, Academic Freedom, Responsibility and Tenure](#)

[System Policy 12.01.01, Institutional Rules for Implementing Tenure](#)

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

[University Rule 12.01.01.K1, Institutional Rules for Implementing Tenure](#)

[University Rule 12.01.99.K1, Extension of the Tenure Probation Period](#)

[Academic Affairs Academic Operating Procedure 1, Academic Freedom, Responsibility and Tenure](#)

Contact Office

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