Texas A&M University-San Antonio School of Education & Kinesiology

Academic Freedom, Responsibility and Tenure Guidelines

Guideline Statement
This Guideline supplements information in System Policy 12.01, Academic Freedom Responsibility and Tenure, and University Policy 12.01.99.00.01 on topics such as written terms of employment, tenure and promotion, financial exigency, the phasing out of programs, and annual performance review.

Reason for Guidelines
This Guideline is required by System policy 12.02, Institutional Procedures for Implementing Tenure, and University Policy 12.01.99.00.01 Section 3.3.2 and applies to all faculty members of Texas A&M University-San Antonio (TAMU-SA) School of Education & Kinesiology.

Definitions
• Full-time appointment: an appointment in an academic assignment equivalent to a twelve (12) hour teaching load per long semester (Fall and Spring semesters).

• Tenured and tenure track faculty: faculty members holding the rank of assistant professor, associate professor, or professor employed in a tenure track position.

• Non-tenured and non-tenure track faculty: faculty whose letter of appointment does not specify that the position is tenure track nor that tenure is awarded at the time of employment. If a faculty member who holds a non-tenure track position is appointed to a tenure track faculty position, time served in the non-tenure track faculty position does not automatically count toward tenure but may be negotiable as credit given toward tenure. Such appointments are subject to annual review.

• Clinical Faculty: professional track faculty members so designated when a program has an ongoing need for faculty other than those in the tenure track process. Members of this rank may or may not have a terminal degree, but must have a master's degree or professional degree. Appointment is for up to five years and may be renewed based on performance and need. Satisfactory performance by members of this rank, as determined by adequate supervision and evaluation, is required prior to consideration of reappointment. Faculty holding any of these titles shall be evaluated for teaching effectiveness, professional growth and service, and non-teaching activities supportive of designated university programs. System Policy 12.07, Fixed Term Academic Professional Track Faculty, governs the employment of clinical faculty, and System Policy 12.01 does not apply to such faculty members except to the extent provided in Policy 12.07.

• Visiting Faculty: members so designated when needed to fill temporary short-term appointments and when timing of a vacancy does not allow for an appropriate search to be conducted. The appointee must have the appropriate qualifications. If assigned to full-time responsibilities, the appointment shall not exceed a total of three academic years.
• Lecturers: members so designated when a program has an ongoing need for faculty other than those in the tenure track process. Members of this rank may or may not have a terminal degree, but must have a master’s degree or professional degree. Appointment is year-by-year, based on need. Satisfactory performance by members of this rank, as determined by adequate supervision and evaluation, is required prior to consideration of reappointment. Faculty holding any of these titles shall be evaluated for teaching effectiveness, professional growth and service, and non-teaching activities supportive of designated university programs.

Official Rule and Responsibilities

1. ACADEMIC FREEDOM – Academic Freedom is outlined is System Policy 12.01 Academic Freedom, Responsibilities and Tenure, section 1.

2. ACADEMIC RESPONSIBILITY OF FACULTY MEMBERS – Academic Responsibility of Faculty Members is outlined is System Policy 12.01 Academic Freedom, Responsibilities and Tenure, section 2.

3. TENURE AND PROMOTION

3.1. Eligibility and Guidelines for Tenure

3.1.1. To be eligible to receive tenure, a faculty member must be a full-time employee of A&M-San Antonio who holds academic rank as assistant professor, associate professor, or professor and hired in a tenure track faculty position.

3.1.2. Administrative positions are not tenure-eligible positions. However, administrative personnel, who also hold academic tenure rank in addition to their administrative titles, retain their tenured status as faculty members. The appointment letter for a faculty with an administrative position should state the portion of the employee’s salary that is associated with the administrative position. Also, in such case, the appointment letter should state that the administrative position and the salary associated with such position may be terminated without cause.

3.1.3. Faculty members awarded tenure at other institutions in The Texas A&M University System or any other institution have no claim to tenure at A&M-San Antonio. Persons whose initial appointment to the A&M-San Antonio faculty is at the rank of associate professor or professor and who held the rank of associate professor or professor and were tenured at another institution may be eligible for tenure upon appointment.

3.1.4. The probationary period for a tenure track faculty member shall range from a minimum of three to a maximum of seven years of consecutive service at A&M-San Antonio. The initial appointment letter will clearly indicate the length of the probationary service at A&M-San Antonio.

3.1.5. Under some circumstances the probationary period may be extended upon petition by the faculty member, positive recommendation by the School Head and approval by the Provost and Vice President for Academic Affairs (Provost/VPAA). An extension may be approved when a faculty member encounters circumstances that may seriously impede progress toward demonstrating qualification for award of tenure and promotion. Circumstances that may justify approval of such an extension include, but are not limited to, serious illness or injury; responsibility for the primary care of an infant or small child; responsibility for the primary care of a
close relative who is disabled, elderly, or seriously ill; or other serious disruptions of the probationary period for unexpected reasons beyond the faculty member’s control. The probationary period will normally be extended for one year, but an extended period may be requested for compelling circumstances.

3.1.6 As indicated in System Policy 12.01 section 4.1: Tenure is granted only by the affirmative action of the system Board of Regents (board) upon recommendation of the chief executive officer (CEO). At the conclusion of the probationary period, unless appropriately informed otherwise, the faculty member shall not have tenure. Prior to the beginning of the last year of the probationary period, the system academic institution shall notify the faculty member in writing of a decision regarding the granting or denial of tenure. The failure by the system academic institution to so notify shall not be construed as a grant of de facto tenure. If the decision is not to award tenure, the faculty member is entitled to serve for one additional contract year following the term or semester in which the notice is received.

3.2. Written Terms of Faculty Employment

3.2.1. In general, a faculty member is any full-time or part-time employee of TAMU-SA with an appointment as a professor at any rank, lecturer, visiting, or clinical faculty member. The term of all faculty appointments shall be for a fixed term of nine months (September through May) unless otherwise stated and are subject to renewal or non-renewal each year or until tenure, for tenure track positions, is achieved. Employment during the summer months (June through August) is not guaranteed but is determined by the needs of the university and the availability of faculty.

3.2.2. Appointment Letters (See System Policy 12.01, section 3.1)

3.2.3. Annual Notification of Salary (See System Policy 12.01, section 3.2)

3.2.4. Notification of Resignation (See System Policy 12.01, section 3.3)

3.3. Faculty Rank Expectations for Initial Appointment and/or Promotion

3.3.1. Minimum University expectations and guidelines for initial appointment and/or promotion in faculty rank are as follows:

3.3.1.1. Assistant Professor - This rank is the typical entry rank for new employees in tenure-track faculty positions who have limited or no previous full-time experience in higher education.

3.3.1.2. Associate Professor • a high level of accomplishment as compared to the contributions of contemporaries in the field with regard to university mission, resources, and responsibilities;

• evidence indicating a commitment to maintaining the level of competence in teaching, service and scholarly or creative activity expected of a tenured faculty member;
• evidence of scholarship in the years prior to promotion, including peer-reviewed publications and/or creative activity in the faculty member's discipline

3.3.1.3. Professor • an exemplary level of accomplishment as compared to the contributions of contemporaries in the field with regard to university mission, resources, and responsibilities;

• a record of excellence in teaching;

• consistent evidence of scholarship or creative accomplishments in the faculty member’s discipline during the years prior to promotion, including peer-reviewed publications or creative activities in the faculty member’s discipline;

• a notable record of contributions to one’s profession, community, university and mentorship, as defined by individual Schools

• a minimum of ten years of total full-time teaching experience in an accredited College or university with a minimum of five years at the rank of Associate Professor at the time by which promotion to the rank of Professor would be granted

3.4. Tenure and Promotion Evaluation Criteria

3.4.1. All faculty shall be evaluated for tenure and promotion on accomplishments in each of the three major categories of performance: Teaching, Service, and Scholarship. Although some quantitative measures of evaluation may be employed, excellence in performance is of primary importance; that is, the quality, significance, and impact of accomplishments are of much greater importance than their numbers. For tenure and promotion, in addition to meritorious accomplishments, a high potential for continued excellence is required. In most cases, the judgments of colleagues in the faculty member’s discipline, internal or external to the institution, provide the best and most reliable basis for making sound decisions about tenure and promotion. Further explanation and examples of evidence in the three categories of performance are:

3.4.1.1. Teaching: Effective teaching is a minimum expectation for the granting of tenure and promotion, and no recommendation for tenure or promotion should be made when effectiveness of teaching is in doubt. Evaluation of teaching effectiveness should be as comprehensive as possible. The process must include information from a variety of sources including systematic assessment of student feedback and input from peers and the academic School head. The concept of teaching as understood for the purpose of assessing a candidate’s performance is construed broadly and embraces both traditional classroom instruction and more diverse methods and settings.

Criteria:
The candidate has demonstrated excellence in the area of teaching as documented by and not necessarily limited to reviews by chair, peer reviews, student course
evaluation of course instruction, receipt of an award or honor for teaching excellence from an internal or external agency and portfolio documenting exceptional teaching strategies, academic rigor, outstanding student work, assessment of student learning outcomes, and course revision as a result of assessment.

Evidence of teaching effectiveness may include but is not limited to:

i. Student Rating of Instruction [required]
ii. Other student evaluations of teaching constructed and analyzed by the faculty member
iii. Course syllabi [required]
iv. Chair review of teaching [required]
v. Peer review of teaching (arranged by the faculty member)
vi. Development of curricula, programs, and innovative approaches to teaching and learning
vii. Feedback from cooperating teachers and practicum students
viii. In-service teaching evaluations
ix. Supervision of cumulative projects, theses, and dissertations
x. Mentoring graduate students, advising, providing research training, career counseling
xi. Teaching activities associated with Models of Success Initiative

3.4.1.2. Service: The concept of service embraces services and leadership activities that may operate on many levels from within the University to the broadest possible external arenas.

Criteria:
The candidate presents a record of success and commitment to service contributions that must include service to the Department, School, University and the profession and may include service contributions to communities beyond the Department, School, University, and profession.

The candidate’s overall record of service to his/her unit has been reflected by overall ratings of “excellent” on performance reviews conducted by his/her department head.

Service will be judged in three areas: to the university, community, and profession.

a. Service to the Department, School of Education & Kinesiology and University may include but is not limited to
   i. Membership, active involvement in, and leadership of committees and task forces in the Department, School of Education & Kinesiology and University
   ii. Unpaid administrative responsibilities
   iii. Advising and mentoring students
   iv. Mentoring colleagues
   v. Collaboration with other departments
   vi. Activities associated with Models of Success Initiative

b. Service to the Community may include but is not limited to
   i. Active participation or leadership in school improvement projects
ii. Consultations with public and private agencies
iii. Board membership and/or leadership in community agencies
iv. Workshops and in-service teaching projects, and evaluations
v. Conference organizing
vi. Activities associated with Models of Success Initiative

c. Service to the Profession may include but is not limited to
i. Serving on state or regional task forces
ii. Leadership in local and state professional organizations
iii. Leadership in national professional organizations, including committee work
iv. Presentations at conferences
v. Organizing professional meetings or conferences
vi. Reviewing manuscripts for publication
vii. Reviewing grant proposals for funding
viii. Activities associated with Models of Success Initiative

3.4.1.3. Scholarly or artistic endeavor: Scholarship is the creation and dissemination of new knowledge or creative activities. Scholarship and artistic endeavors can take many forms and should be evaluated in the context of discipline norms. In most disciplines, peer reviewed, scholarly journal articles represent the standard by which scholarship is judged. Faculty are expected to show continuing growth and professional development through research (externally or internally funded), writing, or other creative activities, and through participation in professional activities within their disciplines. This category embraces all forms of scholarship appropriate to the multiple missions of the individual departments in the School of Education & Kinesiology.

Criteria:
The candidate’s record evidences scholarly productivity in accordance with the norms and expectations of his/her area of expertise, with consideration of interdisciplinary research. It is highly recommended that faculty members seek refereed publication mediums. It is recommended that the faculty member exhibit a consistent publication record. A good guide would be an average of a minimum of one to two refereed articles every 12 to 18 months with a high percentage of first and second authored works.

The candidate has established a pattern of regularly contributing to peer-reviewed outlets for research and creative activity. Publications and presentations must be peer-reviewed. Grant writing and submission is encouraged of all faculty members, internally or externally. Funding of grants is not a requirement for tenure and promotion, but is highly valued by the School of Education & Kinesiology.

The following are examples scholarship:
a. Articles in professional journals, particularly refereed journals
b. Books (single authored, co-authored, edited)
c. Chapters and monographs
d. Conference papers and presentations, particularly invited and peer reviewed
e. Editorship of a journal
f. Research and technical reports (funded or unfunded)
g. Funded grant applications, grant reports, and grant products
h. Grant applications (including reviewer comments if not funded)
i. Educational media and materials
j. Citations, adoptions, and reviews of faculty member’s scholarly work by others
k. Scholarship activities associated with MSI

3.4.2. Promotion to the Rank of Professor
Promotion to the rank of Professor is based on achievement, distinction, and impact of contributions. One of the distinctions between the full professor and the associate is the strong commitment to the continuance of his/her professionally identified profession. This distinction requires that the candidate for full professor show a record of mentoring students, junior and senior faculty to usher them into the profession thus ensuring the vitality of his/her selected field for the future. Such examples are assisting with research agendas (co-authoring), helping junior members budget time on committees, networking junior faculty and helping them by providing feedback to improve teaching, research and service practices. Application for Full Professor may be submitted after a minimum of 5 years of service at the rank of Associate Professor. It is expected that candidates who are approved for the rank of Professor will have achieved distinction, as viewed by peers, in terms of reputation in teaching, research, and service.

3.4.2.1 Teaching: The concept of teaching as understood for the purpose of assessing a candidate’s performance is construed broadly and embraces both traditional classroom instruction and more diverse methods and settings.

Criteria:
The candidate has sustained and continued a record of “excellent” evaluations in the area of teaching as documented by evidence that include (but not necessarily be limited to) reviews by chair, peer reviews, student course evaluation of course instruction, receipt of an award or honor for teaching excellence from an internal or external agency and portfolio documenting exceptional teaching strategies, academic rigor, outstanding student work, assessment of student learning outcomes, and course revision as a result of assessment.

3.4.2.2 Scholarship: This category embraces all forms of scholarship appropriate to the multiple missions of the individual departments in the School of Education.

Criteria:
The candidate’s record evidences sustained and continued scholarly productivity in accordance with the norms and expectations of his/her area of expertise, with consideration of interdisciplinary research. The candidate should have established a strong national reputation in his/her area as well as a definite line of scholarly inquiry.

The candidate has continued to regularly contribute to peer-reviewed outlets for research and creative activity. Publications and presentations must be peer-reviewed. Grant writing and submission is still encouraged of all faculty members, internally or externally. Funding of grants is not a requirement of the School.
3.4.2.3 Service: The concept of service embraces services and leadership activities that may operate on many levels from within the University to the broadest possible external arenas.

Criteria:
Candidate evidences sustained and continued service contributions that include leadership roles in activities that may range across the School, University, profession, and external communities. Candidate must demonstrate active mentorship of both junior and tenured professors in their profession.

3.5 Early Review for Tenure and Promotion

Faculty members who believe their accomplishment warrant early review may consult with their chair to discuss the prospect. It is important for faculty members to note that if he/she goes up early and is denied tenure and/or promotion, he or she will not get a second opportunity to submit his/her portfolio the subsequent year. Also, the School of Education & Kinesiology has determined that members can go up no more than one year early. The decision to allow a faculty member to “go up early” is at the discretion of the Chair and School Head and will be done on a case-by-case basis only after careful review of all materials prior to submission to the Tenure and Promotion committee. The School Head may reject the request for any reasonable reason.

In order to be considered for early review, the faculty member must have demonstrated exceptional accomplishments in the areas of teaching, research and service/professional development. The following are guidelines and recommendations. Once again, these are recommendations and it is not likely that every single guideline fulfilled by the faculty member. Therefore, it should not be considered a check list but rather than an outline to consider if a faculty member plans to request to be considered for tenure and promotion earlier than their contract indicates.

3.5.1 Guidelines for exceptional teaching: All the above mentioned guidelines for “on-schedule” tenure and promotion consideration plus:
   1. National, state, and departmental or university teaching recognition
   2. Considerable efforts to improve teaching such as specialized workshops, requesting a sit-in evaluator to provide feedback
   3. Letters of support from colleagues or graduates (no current students) testifying to your teaching ability

3.5.2 Service: All the above mentioned guidelines for “on-schedule” tenure and promotion consideration plus:
   1. Letter of support from university personnel attesting to an outstanding service contribution
   2. Formal award for contribution
   3. Letter of support from a member of a regional or national organization highlighting your accomplishments

3.5.3. Guidelines of exceptional scholarship
All the above mentioned guidelines for “on-schedule” tenure and promotion consideration plus:

1. Published with students,
2. Distinct research line of inquiry,
3. Consistently listed as first author
4. Published in top journals in his/her field,
5. High percentage of data driven articles and
6. Secured external funding.

3.6. Candidate’s credentials are reviewed at two levels within the School of Education & Kinesiology: 1) Department-level consideration of candidates involves Department tenure and promotion committees and department chairs, and 2) School-level consideration is a responsibility of the School of Education & Kinesiology tenure and promotion committee and the School Head. At such time until there is a larger pool of tenured faculty in the School, the responsibility will fall on only the School of Education & Kinesiology tenure and promotion committee, the Department Chair, and the School Head. Each academic department within the School of Education & Kinesiology will establish a committee to review applications for tenure and promotion. Composition, method of selection, and appointment of the committee chair(s) shall be stipulated by the Academic Department. A School level tenure and promotion committee will also be established. The School of Education & Kinesiology tenure and promotion committee conducts the school-wide review.

3.6.1. The School of Education & Kinesiology tenure and promotion committee is comprised of five tenured members of the School of Education & Kinesiology faculty who are elected by tenure/tenure track faculty, and chaired by one of the committee members. The committee members will serve for a term of two years, with members on a staggered rotation such that at least a third of the members will have served the previous year. All members of a tenure and promotion committee must be tenured. Tenure and/or promotion committee(s) comprised of peers from the faculty member’s academic School, with preference given to faculty in the member’s discipline, shall be appointed or elected from within each School to review the portfolios. In its deliberations, the School of Education & Kinesiology tenure and promotion committee consider school-wide criteria as described in the subsection listed above. At both the department and school levels, a confidentiality statement will be signed by respective committee members and kept by the committee chair at each level. The preparation of materials for considerations for promotion and/or tenure is the responsibility of the candidate.

3.6.2. The School tenure and promotion committee(s) shall review the faculty member’s level of accomplishment and potential in the criteria areas of teaching, service, and scholarly activities relative to disciplinary norms and standards. Committees shall submit written reports and recommendations as well as reports of votes on each applicant to the School Department Chair and School Head. In its deliberations, the School of Education & Kinesiology tenure and promotion committee consider school-wide criteria as described in the subsection that follow. The preparation of materials for considerations for promotion and/or tenure is the responsibility of the candidate.
3.6.3. Department Chair will construct a letter summarizing the faculty member's contribution and will submit his/her recommendation to the School Head along with the Portfolio.

3.7. Tenure and/or Promotion Calendar

3.7.1. The following time line will apply to all applications for tenure and/or promotion in the School of Education & Kinesiology:

3.7.1.1. **1st Friday in May:** The Provost/VPAA shall send written notification to each faculty member who is entering the penultimate year of tenure eligibility that s/he must apply for tenure during the subsequent academic year and be approved for tenure in order to continue employment at the university with tenure track faculty appointment beyond the penultimate year.

3.7.1.2. **3rd Friday in May:** Each faculty member who plans to apply for promotion and/or tenure in the subsequent year shall submit written notification of intent to the Department Chair who shall forward the summary to the School Head of the hiring Academic School, who shall then forward a summary list to the Provost/VPAA's office no later than the 1st Friday in June.

3.7.1.3. **1st Friday in September:** Each applicant for promotion or tenure must submit a portfolio of accomplishments and curriculum vitae to the appropriate Department Chair, who shall forward the documents to the appropriate Department tenure and promotion committee(s). Guidelines for the development of the portfolio are delineated in each Academic School's guidelines for tenure and promotion.

3.7.1.4. **1st Friday in October:** The Academic Departments committee's written recommendations and the Department Chairs recommendations for faculty promotion and/or tenure are due to the Head of School of Education & Kinesiology. The School Head shall forward the documents to the School of Education and Kinesiology tenure and promotion committee.

3.7.1.5. **1st Friday in November:** The School of Education & Kinesiology tenure and Promotion committees recommendations and the School Head’s recommendations for promotion and/or tenure are due to Provost/VPAA.

3.7.1.6. **1st Friday in December:** The Provost/VPAA’s recommendations for tenure and/or promotion are due to the President.

3.7.1.7. **3rd Friday in January:** The President renders a decision regarding all recommendations for tenure and promotion and authorizes submission to the Chancellor and/or TAMUS Board of Regents (BOR) for approval during the March BOR meeting. The President will send a letter to the candidate relating the Board of Regents’ action on the recommendation for tenure. Written notice of denials of tenure will be provided in accordance with System Policy 12.01, section 4.1.

3.7.2 At each stage of internal review, the faculty member shall receive a copy of the written recommendation when it is forwarded to the next stage. The parties responsible for these communications are the Department Chairs, School Head,
Provost/VPAA, and President, respectively. At any stage of review, a faculty member shall receive a copy of the written recommendation when it is forwarded to the next stage. The parties responsible for these communications are the committee chair, School Head, Provost/VPAA, and President, respectively. At any stage of review, a faculty member may withdraw the application for tenure and/or promotion.

3.8. Tenure and/or Promotion Review Process

The review for tenure and promotion from assistant professor to associate professor will occur concurrently and in their sixth year of employment. The review for promotion and conferral of permanent tenure may occur before that time, however, if it is deemed appropriate by the candidate’s department chair in consultation with the department’s tenure and promotion committee. The review for promotion from associate to full professor will occur once the candidate has a minimum of ten years of total full-time teaching experience in an accredited College or university with a minimum of five years at the rank of Associate Professor at the time by which promotion to the rank of Professor would be granted.

3.8.1. Through the annual performance review process as outlined in section 4, School Heads shall review the performance of all faculty members who are accruing credit toward tenure, except that an annual review will not be conducted for a faculty member who has received a notice of non-renewal or non-reappointment. Each faculty member shall be advised in writing of the results of this review. The purpose of regular reviews is to provide a candid evaluation of the individual’s achievements so that both the individual and A&M-San Antonio may benefit by improved performance or by encouragement to continue exemplary performance.

3.8.2. A comprehensive review to determine the progress toward meeting all tenure requirements is required for tenure track faculty during the third year of probation in lieu of the annual performance review. The cover letter and portfolio will be due on the Third Friday in January of the third year. The comprehensive review process will include a review of the faculty member’s progress by a committee comprised of peers with membership as outlined in section 3.3.3. The committee will submit a written report to the School Head which includes an assessment as to the faculty member’s progress. The faculty member’s School Head will provide a written summary of achievements and whether the faculty member is making adequate progress toward achieving tenure. If the faculty member is making adequate progress toward tenure, the School Head must identify what still must be accomplished to receive a positive tenure recommendation. If the faculty member is not making adequate progress toward tenure, the university may recommend not to renew the faculty member’s appointment. The timeline to be followed will be consistent with the Academic divisions’ procedures for pre-tenure review.

3.8.3. Written notice of non-reappointment will be sent by the President or designee to the faculty member in accordance with System Policy 12.01, section 4.2.
4. ANNUAL PERFORMANCE REVIEW

4.1. An annual review process will be initiated by the Department Chair and submitted by the faculty member in a timely fashion. An annual review will not be conducted for a faculty member who has received a notice of non-renewal or non-reappointment.

4.2. The purpose of the annual review is to provide a mechanism to facilitate dialogue between the administration and faculty. Annual review provides valuable information to the School Head about the faculty member's accomplishments and to the faculty member with regard to the Department Chair's assessment of progress in the discipline and in the context of Academic School goals. Annual reviews will be conducted in an environment of openness and collegiality, with an emphasis on constructive development of the individual faculty member and the institution. A departmental annual review of progress toward tenure and promotion will be provided by the department tenure and promotion committee and the department chair. This committee will provide in writing their recommendation to the department chair, who will use this recommendation in his/her review of the candidates' annual performance materials to provide feedback to that candidate.

4.3. The focus of the annual review process shall vary from rank to rank. For non-tenure track faculty, the annual review process will serve primarily as an evaluation focusing on performance and potential for reappointment. For tenured or tenure track faculty, the annual review must take into account the fact that progress in a scholarly career is a long-term venture; therefore, a three to five year horizon may be necessary for the accurate evaluation of scholarly progress. Furthermore, the annual review process shall be conducted differently depending upon the different stages of a faculty member's career. For tenure track assistant professors, the annual review process must also indicate progress toward tenure and promotion. For tenured faculty, the process will be used to identify the faculty member's progress toward promotion.

4.4. The annual review will be part of the ongoing process of communication between the faculty member and the institution in which both institutional and individual goals and programmatic directions are clarified, the contributions of the faculty member toward meeting those goals are evaluated, and the development of the faculty member and the university is enhanced. In all cases, the annual review shall serve as the primary written documentation for evaluation of job performance in the areas of assigned responsibility and for merit salary increases. Failure to participate and/or cooperate in the annual performance evaluation process may subject the faculty member to disciplinary action up to and including dismissal.

4.5. The faculty member's report of previous activities must be focused on the previous academic or calendar year and should allow a faculty member to point out the status of long-term projects and set the context in which annual activities have occurred. The report must incorporate teaching, scholarship and scholarly or creative activity, and service.

4.6. The Department Chair shall summarize his/her evaluation and expectations of the faculty member's performance for the year on the university annual performance review document. The faculty member shall indicate receipt by signing the document and will have an opportunity to submit a written response to the evaluation. The annual report
must also include goals for the next year in teaching, scholarship and scholarly or creative activity and service. This annual performance review and any related documents shall become a part of the faculty member’s personnel file.

4.7. A meeting shall be held between the Department Chair and the faculty member to discuss the annual performance review and expectations for the coming year.

4.8. A narrative summarizing the faculty member’s performance, accomplishments and overall contributions must be submitted by the Chair, along with the annual performance review to the School Head.

5. ADMINISTRATIVE LEAVE – Administrative Leave is outlined is System Policy 12.01 Academic Freedom, Responsibilities and Tenure, section 5.

6. FACULTY DISMISSAL FOR CAUSE – Faculty Dismissal for Cause is outlined is System Policy 12.01 Academic Freedom, Responsibilities and Tenure, section 6.

7. NON RENEWAL OF NON-TENURED AND TENURE TRACK FACULTY AT END OF APPOINTMENT – is outlined is System Policy 12.01 Academic Freedom, Responsibilities and Tenure, section 7.

7.1. The President or designee will appoint a hearing committee selected from all tenured members of the University faculty. The hearing committee will be composed of 5 to 7 members one of whom will be designated as chair.

8. DISMISSAL FOR CAUSE HEARING – is outlined is System Policy 12.01 Academic Freedom, Responsibilities and Tenure, section 8.

8.1. The President or designee will appoint a hearing committee selected from all tenured members of the University faculty. The hearing committee will be composed of 5 to 7 members one of whom will be designated as chair.

9. TENURE, FINANCIAL EXIGENCY, AND PHASING OUT OF PROGRAMS

9.1. If a faculty member is notified that s/he has been selected for termination on the basis of a bona fide financial exigency or program reduction/termination, the faculty member will have 10 business days to request a hearing before a committee appointed by the Provost/VPAA. The Provost/VPAA shall appoint a committee consisting of the two most senior faculty members from each Academic School (based on time in rank at A&M-San Antonio) and who are not subject to the termination order being considered by the hearing committee.

Related Policies
• System Policy 12.01 Academic Freedom, Tenure and Responsibility
• System Policy 12.02 Institutional Procedures for Implementing Tenure

* TAMU-SA Policy 12.01.99.00.

Contact Office
TAMU-SA School of Education & Kinesiology at 210-784-2501.