Texas A&M University-San Antonio

12.06.99.O0.01 Post Tenure Review of Faculty and Teaching Effectiveness
Approved: March, 2013
Next Scheduled Review: March, 2015

Procedure Statement

This procedure for post-tenure review of faculty provides the conditions under which tenured Texas A&M University-San Antonio faculty shall be subject to post-tenure review and the steps that will be followed in such review. This document will go into effect by the fall semester of 2013. All eligible faculty members as defined in the document below will be subject to this post-tenure Review Process at that time.

Reason for Procedure

This procedure aims to promote a consistent process for post-tenure review of all tenured faculty in compliance with the Texas A&M University System Policy 12.06 Post Tenure Review of Faculty and Teaching Effectiveness.

Procedures and Responsibilities

1. POST-TENURE REVIEW

1.1 Overview

Post-tenure review at Texas A&M University-San Antonio (TAMU-SA) applies to tenured faculty members and tenured administrators with faculty duties and is comprised of annual performance reviews and a faculty generated portfolio described herein. Post-tenure review is intended to promote continued academic professional development and enable a faculty member who has fallen below performance expectations to utilize a professional development plan and return to expected productivity.

The Post Tenure Review (PTR) of a faculty member provides a mechanism to gauge the productivity of the individual and should be designed to encourage a high level of sustained performance. Post-tenure review at TAMU-SA is made on the basis of
teaching effectiveness, scholarly research and creative activities (SRCA), and service to the University, community and profession. Like the annual review process, these areas of performance shall form the basis of the PTR. The aforementioned criteria will be evaluated relative to the faculty member’s specific roles and responsibilities within their respective school or college.

The PTR will occur in the fall semester of the faculty member’s sixth year following their award of tenure or their most recent PTR. The PTR does not take the place of the annual review. The PTR process will be administered by a peer-committee. Upon the recommendation of the PTR committee a faculty member may be asked to develop a professional development plan (PDP) in cooperation with their school head, if found to have unsatisfactory performance with regard to either teaching, SRCA, or service.

1.2 PTR Process

1.2.1 Post-Tenure Review Committee
The Post-Tenure Review Committee (PTRC) will consist of at least 5 tenured faculty members within the faculty member’s school. In cases where full professors are subject to PTR, the PTRC should be comprised of other members at the rank of full professor. If there are fewer than 5 tenured or faculty holding the appropriate rank in the applicable school, the school head, in consultation with the provost, will appoint the other members of the peer-committee.

1.2.2 Exceptions
In the case of substantive mitigating circumstances, such as a serious illness, the PTR may be postponed upon review and approval by the school head. Administrators other than department chairs who are tenured will not undergo post-tenure review unless or until they return to a faculty role with little or no administrative responsibilities. Any administrator returning to the faculty is to be reviewed five years after returning.

1.2.3 Portfolio Development
The faculty member will prepare and submit a portfolio, which includes all documents, materials and statements the faculty member deems relevant and necessary covering all work and accomplishments during the past five years. All materials submitted by the faculty member shall remain in the portfolio. Although review portfolios may differ, each will include the annual evaluations during the past five years; a current curriculum vita; and evidence of performance in teaching effectiveness, SRCA and service to the university, community, and profession.

The department chair will add copies of the faculty member’s evaluations during the past five years and any other pertinent information to the portfolio. Materials may be added at any time during the review process with the approval of the
committee chair. The committee chair shall notify the faculty member when any documents are added to the portfolio. The faculty member has the right to review and respond in writing to additions to the portfolio, with the written response being included in the portfolio. The PTRC may request clarification from the faculty member regarding any of the evidence provided in the portfolio.

1.2.4 *PTR report*
For each of the three areas of teaching, SRCA and service, the PTRC will report whether the faculty member’s performance is “satisfactory” or “unsatisfactory.” The PTRC will then submit their report to the department chair. The department chair will add his/her comments and/or recommendations as a separate section of the report. The completed PTR report will then be submitted to the school head for final approval. If it is determined that the faculty member’s performance is satisfactory in all areas by the PTRC and the department chair, no further review is necessary and the faculty member has successfully completed the PTR process. If it is determined that the faculty member’s performance is unsatisfactory in any of the three areas, a written explanation to this effect must be provided on the PTR report (see APPENDIX A). In the event that the results from the PTRC and those from the department chair do not agree, the school head will call a meeting with the PTRC and the department chair to discuss the discrepancies. If no consensus is reached, the school head will make the final decision on the faculty member’s performance.

1.2.5 *Timeline*
The faculty member shall be notified by the 1st Friday in May of the year the PTR is to be conducted. The appointment of the PTRC should be completed by the 1st Friday in August, and the review portfolio should be submitted no later than the 1st Friday in September of the review year. The review of performance is completed by the PTRC and submitted to the department chair by the 1st Friday in October. The department chair will add his/her comments/review and submit the completed PTR to the school head for final approval by the 1st Friday in November. The school head must inform the faculty member of the outcome of the PTR no later than the 1st Friday in December.

2.0 **TEACHING EFFECTIVENESS** – (See System Policy [12.06 Post Tenure Review of Faculty and Teaching Effectiveness](#))

3.0 **PROFESSIONAL DEVELOPMENT PLANS**

3.1 **Development of the Professional Development Plan (PDP)**
When a tenured faculty member receives an overall rating of “unsatisfactory” in any of the areas of the PTR, the school head, the department chair, and the faculty member shall develop a Professional Development Plan (PDP) to specifically address the noted deficiencies as found by the PTRC by the end of the spring
semester. The PDP shall then be implemented by the start of the next academic year. The purpose of this plan is to improve the faculty member’s performance to “satisfactory” in the respective area(s). The PDP should reflect the mutual aspirations of the faculty member and the School. 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.

3.2 Specifications of the PDP
The PDP shall indicate how specific deficiencies in a faculty member's performance (as measured against stated school or college criteria developed under the provision of this procedure) will be remedied and will be comprised of the following:

• Identification of specific deficiencies to be addressed;
• Specific goals or outcomes necessary to remedy the deficiencies;
• Activities to be undertaken to achieve the necessary outcomes;
• Criteria for assessment of progress in the plan; and
• List of institutional resources to be committed in support of the plan.

3.3 Assessment of the PDP
The faculty member, the school head, and the department chair will meet at least once per 16-week semester to review the faculty member's progress toward remedying deficiencies specified in the PDP. The dates of these meetings will be set forth in the PDP. At the end of one year after the implementation of the PDP, the school head and the department chair will formally assess the progress and performance made by the faculty member. If the performance was deemed unsatisfactory, the School head and the department chair will then make the decision if they want to extend the PDP or initiate dismissal proceedings under applicable policies governing tenure, academic freedom and responsibility (see System Policy 12.01 Academic Freedom, Responsibility and Tenure). The PDP can be extended for a maximum of three years after which time the faculty member must be satisfactory in all areas.

4. 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 Texas A&M System Regulation 32.01.01 Complaint and Appeal Procedures for Faculty Members.

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Related Statutes, Policies, or Requirements

- System Policy 12.01 Academic Freedom, Responsibility and Tenure
• System Policy 12.06 Post Tenure Review of Faculty and Teaching Effectiveness
• System Regulation 32.01.01 Complaint and Appeal Procedures for Faculty Members

Appendix (Attached below)

Contact Office

Provost and Vice President for Academic Affairs 210-784-1200
## Post-Tenure Review Committee Report

Please use this form, type or print. Form can extend beyond one page if necessary.

### Teaching

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PTRC Chair Signature: ________________________ Date: __________
Department Chair Signature: ________________________ Date: __________
School Head Signature: ________________________ Date: __________