Post-Tenure Review
TAMU-CC College of Education and Human Development

Procedure Summary
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. 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.

Procedure

GUIDELINES FOR COMPREHENSIVE PERIODIC REVIEW OF TENURED FACULTY

1. General

11. The following guidelines are to be used for post-tenure reviews of all tenured faculty in the College of Education and Human Development (COEHD) at Texas A&M University-Corpus Christi. Faculty members with administrative assignments, such as department chairs, assistant/associate deans, and directors of programs, shall be evaluated on the basis of the faculty portion of their appointments only.

12. Individuals returning to tenured faculty roles from a fully administrative position will undergo post-tenure review no sooner than three (3) years and no later than five (5) years after entering the new role as determined by the individual in consultation with the dean.

13. 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:

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

3. Responsibility and Scope
The COEHD post-tenure review process is approved by COEHD vote and approved by the Office of the Provost. 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.

Peer Review Committee. The COEHD Tenure and Promotion (P&T) Committee elected by the faculty will serve as the Post Tenure peer Review Committee. Tenured faculty representatives from each or our COEHD departmental units currently serve on the P&T committee (see COEHD P&T Committee Election Procedure). The charge of the P&T committee will be expanded to include peer reviews for Post Tenure Review evaluations in the spring semester of each academic year.

For joint positions, the primary department will be the locus of the evaluation.

Schedule for Faculty Post-tenure Review. Every tenured member of the faculty will undergo a comprehensive review every six (6) years or following a 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 Office of the Provost through the department chair (if applicable) 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 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.

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. The COEHD Deans office maintains a roster which determines the timing for which each faculty members is scheduled for a Post Tenure Review evaluation.

Except for leaves occurring in the sixth year, periods when a faculty member is on leave will still count towards the six-year requirement.

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 Office of the Provost.

The basis of the review is the record of teaching, scholarship, and service. Each Candidate for COEHD post Tenure Review will prepare a portfolio including the following materials for the six (6) years under review are to be assessed:
- An executive summary (2 pages maximum) that clearly illustrates how the candidate's teaching, scholarship, and service have contributed to their yearly goals, and meet the qualifications of each area.
- Current curriculum vitae
- Results of Annual performance evaluations (ADEPs) for the six (6) year review period
• A chart indicating semester, date, course name and number, the yearly course evaluations overall score, and number of students.
• Annual Faculty Activity Reports as submitted for ADEP process for each of the six years of the review period.

Results of previous post-tenure reviews will not be included as part of the evaluation.

39. 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

• **Satisfactory** – 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. **Unsatisfactory** reviews are subject to further evaluation and recommendation by the dean and Provost (see below section 1.1.2 for details).

5. The COEHD Evaluation Process

51. The COEHD Deans office will maintain a record of faculty members’ performance reviews and current status (promotion; Tenure Status) so as to establish a timeline for each faculty review. The tenured faculty member will be notified on before October 15 that he or she will undergo a comprehensive periodic review during the following spring semester.

52. Faculty members requesting a deferral of a scheduled Post-tenure review as specified in section 3.4 of this policy, must submit a request in writing (2 pages maximum) to the COEHD Dean specifying rationale for deferral request within 10 business days of receiving notification of the scheduled Post tenure Review. The COEHD Dean or Delegate may request to meet with the faculty member to discuss the deferral request. upon Deans office review, the deferral request will be forwarded to the Provost for review along with a recommendation from Dean related to disposition on the deferral. Deferrals of scheduled post Tenure Reviews will only be granted after receiving provost approval.

53. Upon notification of a scheduled Post Tenure Review, the faculty member will prepare and submit his or her current curriculum vitae, summary of teaching evaluations as well as the faculty activity report and results of Annual (ADEP) evaluations to the dean or the dean’s designee by January 20. Department chairs submit copies of the faculty member’s annual evaluations for the past six (6) years, and an evaluation summary not to exceed one page, to the dean or the dean’s designee by January 20. If a faculty
member has written a response to any annual evaluation during the review period, the response letter(s) will be included.

54. **By February 1,** the dean or dean’s designee will provide the COEHD Promotion and Tenure committee (P&T) with a copy of the submitted documents (see composition of P&T committee) to enable a peer review of candidates performance in all areas of Faculty responsibility.

**By March 1,** the P&T committee will submit an evaluation report for each faculty member undergoing post-tenure review to the Office of the Dean. The report shall state the rating for each category of responsibility, the each of the six years which are considered in the review.

5.4.1. **Results of Peer Review Evaluation.** 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.

55. **The dean will review the evaluation reports and attach a copy of the college post-tenure review process for submission to the Office of the Provost by April 1.**

5.5.1. If the peer-review evaluation is *Satisfactory* in all categories, the dean will forward the unaltered report from the peer-review committee along with a copy of the college post-tenure review process to the Office of the Provost.

5.5.2. If the peer-review evaluation is *Unsatisfactory* in any category, the dean will review the submitted documents and prepare a separate report and recommendation. The dean’s and P&T committee’s reports and recommendations shall be forwarded along with a copy of the college post-tenure review process to the Office of the Provost.

56. **The Provost will review the provided documentation and prepare a final decision regarding each faculty member’s post-tenure review rating.**

57. **By April 30,** the Provost will notify, in writing, the COEHD dean and the COEHD P&T committee of the final post-tenure review rating for each faculty member undergoing post-tenure review. The COEHD Dean or Designate will forward the Provost’s final post-tenure review rating to the appropriate faculty member.

6. **The Professional Development Plan**

61. **For all faculty ultimately receiving an Unsatisfactory rating,** the faculty member, Promotion and Tenure committee, and department chair (or dean if the faculty member has administrative assignments of 50% or greater) 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 15th.

The plan will:

(a) Indicate the university resources available to provide appropriate support for the faculty member in achieving the goals of the plan;
(b) 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/dean); and
(c) Include a follow-up schedule (with specific dates), benchmarks, and tangible goals for evaluating improved performance.

62 The original written evaluation and development plan shall be submitted to the Office of the Provost with a copy maintained in the COEHD Dean's office.

63 Normally, the development plan period will be for two (2) years. The department chair/dean, with input from the Post Tenure review committee, will assess evidence of improvement after one year. The Faculty member’s department chair will be responsible for writing a one-year status report, and a final report will be submitted to the dean and Provost by May 15 of ensuing years.

64 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/dean will take appropriate administrative action, up to including recommendation for dismissal proceedings.

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 described in University Procedure 12.01.99.C0.06 (Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments) and System Policy 12.01 (Academic Freedom, Responsibility and Tenure).

8. Periodic Review

Periodic reviews will be conducted by the COEHD CCC committee to provide feedback on the COEHD P&T committees’ adherence to their established standards and processes.

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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](#)
University Procedure [12.01.99.C0.02, Academic Freedom](#)
University Procedure [12.01.99.C0.03, Responsibilities of Full-Time Faculty Members](#)
University Procedure 12.01.99.C0.06, Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments
University Procedure 12.02.99.C0.01, Tenure
University Procedure 12.99.99.C0.03, Designation of Graduate Faculty
University Procedure 33.99.99.C0.02, Performance Reviews of Full-Time Faculty Members
Texas Education Code 51.942 Performance Evaluation of Tenured Faculty

This procedure supersedes:
  • 12.06.99.1, Post-Tenure Review

Contact Office

Office for clarification or interpretation: Provost and Vice President for Academic Affairs
(361) 825-2722