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

Procedure

1. General

All COEHD tenured faculty will be evaluated in accordance with TAMUS policy 12.06. 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 appointment. This document should be read alongside university procedure 12.06.C0.01, Post-Tenure Review.

2. Responsibility and Scope

21. The COEHD post-tenure review process was approved by a COEHD vote and approved by the Office of the Provost. The COEHD CCC committee will review this procedure every 5 years as part of scheduled updates to COEHD Handbook policies and whenever there are significant changes in the policy.

22. 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 of our COEHD departmental units serve on the P&T committee (see COEHD P&T Committee Election Procedure). The charge of the P&T committee will include peer reviews for Post Tenure Review evaluations in the spring semester of each academic year.

23. The COEHD Deans office maintains a roster which determines the timing for a post tenure evaluation.

24. 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:

2.4.1. 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.

2.4.2. Current curriculum vitae

2.4.3. Results of Annual performance evaluations (ADEPs) for the six (6) year review period

2.4.4. A chart indicating semester, date, course name and number, the yearly course evaluations overall score, and number of students.

2.4.5. Annual Faculty Activity Reports as submitted for ADEP process for each of the six years of the review period.
3. **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* – does not meet 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.

4. **The COEHD Evaluation Process**

41. 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.

42. On or before **October 15**, tenured faculty member will be notified that he or she will undergo a comprehensive periodic review during the following spring semester.

43. Faculty members requesting a deferral of a scheduled Post-tenure review as specified in section 3.4 of university procedure **12.06.99.C0.01, Post-Tenure Review**, 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.

44. **On or before January 20**, all Post-Tenure review candidates will 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. Each review candidate’s department chair will provide a statement regarding the faculty members’ workload assignments during the six (6) year review period to the dean or the dean’s designee. If a faculty member has written a response to any annual evaluation during the review period, the response letter(s) will be included.

45. 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.

46. 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 comprehensive evaluation rating, and the basis for that determination. In reviewing the Post Tenure Review Candidates’ portfolio, the promotion and Tenure Committee shall consider annual performance criteria and review results specified in the COEHD Annual Review Process (Annual Development Plan; ADEP) process for each of the six years which are considered in the review.

4.6.1. 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.

47. 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 in accordance with university procedure 12.06.99.C0.01, *Post-Tenure Review*.

48. The Provost will review the provided documentation and prepare a final decision regarding each faculty member’s post-tenure review rating to be communicated by April 30 to the COEHD dean and the COEHD P&T committee for forwarding to the appropriate faculty member.

5. The Professional Development Plan

51. For all faculty ultimately receiving an *Unsatisfactory* rating from the Provost, a professional development plan will be established within 30 days in accordance with university procedure 12.06.99.C0.01, *Post-Tenure Review*.

52. 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.

53. 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.

54. 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.

6. 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,