

THE TEXAS A&M UNIVERSITY SYSTEM

HEALTH SCIENCE CENTER RULES

12.06.99.Z1 Post Tenure Review

Approved October 24, 2001

Approved August 15, 2007

Supplements System Policy 12.06

1. OVERVIEW

All tenured faculty members are subject, by State of Texas law (Texas Educational Code Section 51.942), to a comprehensive performance evaluation process that is to be conducted not more often than once every year, but not less often than once every six years after tenure was granted. The evaluation is to be based on the professional responsibility of the faculty member in teaching, research, service, patient care and administration. The comprehensive evaluation should be directed toward the professional development of the faculty member. The evaluation must include peer review and thus is separate from yearly departmental¹ chair² evaluations. No faculty member may have this evaluation process waived³. The faculty member's rights are protected by The Texas A&M University System (TAMUS) Policy 12.01, *Academic Freedom, Responsibility and Tenure*; TAMUS Policy 12.06, *Post-Tenure Review of Faculty and Teaching Effectiveness*; and TAMUS Health Science Center (HSC) Internal Policy 12.01.99.Z1.03, *Academic Freedom, Ethics, Responsibility, Rights and Tenure*.

2. CRITERIA FOR POST TENURE EVALUATIONS

Post-tenure review evaluations are made on the basis of the criteria and factors found in TAMUS Policy 12.06 and HSC Internal Policy 12.01.99.Z1.01, *Faculty Appointment, Promotion and Tenure*. Since the missions, goals and duties of each component of the HSC are somewhat different, there is not one set of criteria that can be applied to all components as to what is an acceptable performance in the three academic areas, i.e., research/scholarship, education, or professional service. According to TAMUS Policy 12.06, the performance

¹ Department=department or unit

² Chairman=chairman or head

³ See Post-tenure Review Internal Policy Section 5

review of a faculty member provides a mechanism to gauge the productivity of the individual and to encourage a high level of sustained performance. It must also be noted that TAMUS Policy 12.06 allows that not all departments will use the same weighting of each review factor and these may be different depending on the faculty member's specific role and responsibilities. In exceptional cases, the chairman may decide that the faculty member's duties include only one of the three academic areas, i.e., research/scholarship, education, or professional service. If this is the case, it must be in writing to the faculty member after being approved in writing by the Component Head⁴.

3. PEER REVIEW

3.1 At 5-year intervals the component Appointment, Promotion and Tenure (APT) Review Committee will assess the tenured faculty member's performance in two of the three academic performance areas that the faculty member has been assigned, i.e., research/scholarship, education, or professional service. If a faculty member has been promoted to Professor during the 5-year period then that review is counted as a post-tenure review and the 5-year review interval will start from the date of the promotion. After reviewing the required documents (see Section 4), the component APT Review Committee will convene, deliberate, and vote. The vote will be based on the faculty member's performance, using the rating system in the HSC Policy 12.01.99.Z1. The vote will determine whether the faculty member warrants a rating of at least acceptable in each of the pertinent academic areas and in institutional service. The voting must be by private ballot and it takes a simple majority vote to find the faculty member acceptable. The component APT Review Committee will send its recommendation as to the acceptability of the faculty member to the Component Head (see Appendix C of HSC Internal Policy on Post-Tenure Review 12.06.99.Z1.01). The Component Head will make a decision as to whether to accept or overturn the recommendation of the component APT Review Committee. The Component Head must send a letter, by the second Friday in May, to the HSC Vice President for Academic Affairs and the President that notifies them of positive post-tenure review decisions (see HSC Internal Policy 12.01.99.Z1.01).

3.2 If the faculty member is not found to be at least acceptable in one or more of the assigned areas of performance by the Component Head then the faculty member will be required to undertake a professional development plan (see HSC Internal Policy 12.06.99.Z1.01). this written decision by the Component Head will be sent to the

⁴ Component Head=Dean or Director

faculty member, Department Chair, Associate Dean for Academic Affairs and the chair of the component APT Review Committee.

- 3.3 At the end of the development plan the component APT Review Committee will make a recommendation to the Component Head as to whether the faculty member has successfully completed the development plan (see HSC Internal Policy 12.06.99.Z1.01). If the faculty member successfully completed the development program the faculty member will be subject to post-tenure review at the regular scheduled time, i.e., 3-years. If the component APT Review Committee recommends (see HSC Internal Policy 12.06.99.Z1.01 Appendix D) that faculty member did not successfully complete the development plan and the Component Head concurs, then the Component Head must send a recommendation to the HSC APT Review Committee that the faculty member's tenure be revoked (see Section 5).

Rating System Acceptable: Performance meets routine standards and expectations.
Unacceptable: Performance is not acceptable. Productivity and quality does not meet routine performance standards and expectations. (These are the rating criteria noted in Appendix A of TAMUS HSC Internal Policy 12.01.99.Z1.01 *Faculty Appointment, Promotion, and Tenure* document).

4. DOCUMENTATION

Documentation for post tenure review must include:

- 4.1 Faculty member's current curriculum vitae using the HSC format.
- 4.2 The Department Chair written annual evaluation of the faculty member's performance since the last time the faculty member underwent post-tenure review or was tenured. The Department Chair must conduct comprehensive annual evaluations of performance for all tenured faculty members. The faculty member must be made aware that the Annual Evaluation Review Report (see Appendix A of HSC Internal Policy 12.06.99.Z1.01) is also used in making post-tenure review decisions. Each Annual Evaluation Review Report (see Appendix A of HSC Internal Policy 12.06.99.Z1.01) must provide the faculty member with the opportunity to write a statement expanding on their accomplishments listed in the Annual Evaluation Review Report in the assigned areas of research/scholarship, education, or professional service, and institutional service/leadership (limited to one page for each pertinent area). If the faculty member chooses not to write a statement this must be noted, in writing, on the Annual Evaluation

Review Report. This annual review by the chair must result in a written evaluation of performance and documentation of future expectations, commensurate with the faculty member's rank and seniority (see Appendix B of HSC Internal Policy 12.06.99.Z1.01). The chair review must state whether the individual's performance is acceptable or unacceptable in each of the pertinent academic areas: research/scholarship, education, or professional service, and institutional service/leadership. It must contain an overall evaluation.

4.3 Annual student course/instructor evaluations.

4.4 Statement by faculty member and any other pertinent materials that the faculty member may want to submit to the component's APT Review Committee.

4.5 Overall letter of evaluation by the Department Chair.

5. NEGATIVE DECISIONS

After the faculty member has completed their professional development plan and they have been reviewed at the component level, only negative decisions by the component APT Review Committee or Component Head will be forwarded to the HSC APT Review Committee for its review (see HSC Internal Policy 12.06.99.Z1.01). The HSC APT Review Committee, after reviewing all required documentation (see HSC Internal Policy 12.06.99.Z1.01), will take a private vote and make a recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs will then make a recommendation to the President. The President will decide whether or not tenure is to be revoked and will notify the faculty member, Department Chair, Vice President for Academic Affairs and the chair of the component APT Review Committee of the decision in writing.

6. REVOCATION OF TENURE

State of Texas law (Texas Education Code Section 51.942) states that a faculty member is subject to revocation of tenure or other appropriate disciplinary actions if incompetency, neglect of duty (meaning continued or repeated substantial neglect of professional responsibilities), or other good cause is determined to be present (System Policy 12.01).

OFFICE OF RESPONSIBILITY

Vice President for Academic Affairs