

PRAIRIE VIEW A&M UNIVERSITY RULE

12.06.99.P1 Post-Tenure Review Procedures (PVAMU)

Prairie View A&M University: Procedure/Rules/Information

Post-Tenure Review

Supplements: TAMUS Policy 12.06 Post-Tenure Review of Faculty and Teaching Effectiveness and TAMUS 12.02 Institutional Procedures for Implementing Tenure

Prairie View A&M University Rule 12.06.99.P1

1. General

Since 1984, Prairie View A&M University has continually improved its tenure review policies and procedures. As a result, each faculty member who applies for tenure is evaluated by a departmental committee, department head, school/college committee and dean. The Provost and Senior Vice President for Academic and Student Affairs reviews recommendations and submits intended actions to the President who acknowledges receipt of notification of actions and acknowledges and affirms the review of actions to be taken or requests additional information or clarification. Deans notify faculty of their post-tenure review outcomes. **Implementation of post-tenure review is expected to positively impact on-going improvement in the overall faculty review process.** In August 1996, the Faculty Senate unanimously adopted the University's post-tenure rules and procedures. Following a review by the Texas A&M University System legal staff, the rules and procedures were approved.

Continued productivity of tenured faculty is pivotal to the preservation and advancement of institutional quality. A system of post-tenure review strengthens the faculty evaluation process by making it consistent, objective, and outcome-oriented. Such a plan makes professional development the shared responsibility of faculty and of the University through its divisions, departments, and schools/colleges where faculty are assigned. The results of post-tenure review at Prairie View A&M University will assure (a) taxpayers that their investment in higher education is worth sustaining; (b) the University that the status of tenured faculty will be reserved for persons most deserving based upon their productivity in teaching, research, and service; and (c) tenured faculty members that there will be provided an informed, timely performance assessment designed to identify strengthening needs of tenured faculty. The post-tenure review process will facilitate early identification of diminishing productivity that warrants attention and amelioration. It will greatly reduce tolerance of substandard performance. In the final analysis, persistent unsatisfactory performance will result in termination.

2. Criteria

Tenured faculty will be evaluated for performance in **teaching, research, and service every five years following award of tenure.** At Prairie View A&M University, the latter two are regarded as essential enrichments of the former. The nature and scope of research and service commitments of faculty vary among departments and colleges. **Standards of individual performance in each area will emanate from the mission and objectives of the division/department and/or school/college.**

Departments will be expected to exercise due diligence in ensuring that criteria governing faculty review do not infringe upon the accepted standards of due process and academic freedom including the freedom to pursue novel, unpopular, or unfashionable lines of inquiry. **Nothing in the criteria or application of these policies shall allow the review to be prejudiced by factors, such as race, religion, gender, sexual orientation, ethnicity, age, or handicap.**

3. Eligibility for Faculty Post-Tenure Review

Any faculty member at any rank whose tenure has been confirmed by the Texas A&M University System Board of Regents upon recommendation of the president of the University will be subject to the post-tenure review process every five years. Like the tenure cycle, the years in the cycle are anchored to September 1 of the year that one's tenure became effective. All full-time faculty with tenure and academic rank including academic department heads, division heads, deans, associate deans, vice presidents, the president and any other faculty with administrative responsibility will be subject to post-tenure review though the nature of their assignments may result in a delay in the review. Typically, administrators who carry less than a 50% teaching workload will be evaluated when they return to full time teaching unless otherwise specified in the conditions of employment.

4. **The Review Process**

Post-Tenure review is not tied to promotion or merit salary increase. However, products of the process may be used by the faculty member to support his/her application for promotion and/or merit. A tenured faculty member who wishes to be considered for promotion must apply for promotion in early fall semester as part of the regular tenure/promotion process which is separate from the regularly scheduled Annual Faculty Performance Evaluation. A positive evaluation on post-tenure review does not guarantee promotion to the next rank. Standards for promotion are established by faculty in each school/college.

A. Reviewer Selection Options

Introduction

Responsibility for implementing the evaluation process for all faculty including tenured faculty is that of the dean who delegates specific responsibility to the division or department head. Where faculty are assigned to more than one division/department/school/college, coordination of the process must include both the immediate supervisor and the dean of each unit as applicable.

Selection Option 1

The faculty in the school/college may vote to establish a Post-Tenure Review Advisory Committee PTRAC whose members will be elected by the tenured faculty. Committee members will be tenured faculty not scheduled for post-tenure review. Should it become necessary to complete committees with persons from other departments within or outside the college, the persons asked to serve must be selected by the faculty committee and receive a majority vote of the committee. Failure of the faculty to successfully complete selection of committee members by the January 15 date or by a reasonable date thereafter will result in shifting the right to choose from the faculty to the department/division head and/or dean. The division or department head will combine his/her findings relative to the faculty member being reviewed with those of the advisory committee, prepare the summary report, and transmit the report to the dean with recommendations. The Dean will review and transmit his or her intended action to the Provost and Senior Vice President for Academic and Student Affairs. The latter will review, prepare a recommendation, and transmit to the President who may request additional information or affirm the recommended action.

Selection Option 2

The Department Head may appoint a three-to-five member Post-Tenure Review Advisory Committee (PTRAC) from among tenured faculty who are not scheduled for review during the year in which they are serving. The advisory committee may include tenured faculty from other departments and/or colleges as appropriate. The division or department head will combine his/her findings relative to the faculty member being reviewed with those of the advisory committee, prepare the summary report, and transmit the report to the dean with recommendations. The Dean will review and transmit his or her intended action to the Provost and Senior Vice President for Academic and Student Affairs. The Provost and Senior Vice President for Academic and Student

Affairs who will review, prepare a recommendation, and transmit it to the President for action.

In both options 1 and 2, the Department Head will provide a final summary report to the faculty member and develop, with the dean's guidance and the faculty member's participation, the Tenured Faculty Improvement Plan (TFIP) in the event the rating warrants. **Notifications of final review outcome will in every instance be made by the dean of the college or school.**

B. Steps in the Cycle

1. All tenured faculty are to be evaluated annually.
2. Each tenured faculty member is entitled to feedback from the annual review report process. The Annual Tenured Faculty Performance Report (ATFPR) will be reviewed in a face-to-face faculty/immediate supervisor conference.
3. A tenured faculty member whose performance falls below acceptable levels is to be notified by his or her immediate supervisor and provided reasonable assistance in addressing problem areas in time to assist him/her in showing improvement before the next regular Annual Tenured Faculty Performance Report cycle.
4. Tenured faculty scheduled for post-tenure review will be reminded of their scheduled **Post-Tenure Review** by their immediate supervisor or dean normally by September 30 of the term that the portfolio is due.
5. Faculty who are to undergo post-tenure review are to submit a portfolio organized as shown in the "Portfolio Contents Outline" included at the end of this section.

C. Consequences of Review: Outcomes

A tenured faculty member who undergoes post-tenure review will receive one of the following ratings (See Post-Tenure Review Outcomes Table)

- **Performance: Satisfactory**
- **Performance: Marginal**
- **Performance: Unsatisfactory**

4. Time Frame

Annually, the procedure will be repeated. The listing of post-tenure review candidates will be published in September of each academic year.

5. Appeal Process

A faculty member who receives an unfavorable **review – Performance: Marginal or Performance: Unsatisfactory** – may submit a rebuttal to the immediate supervisor who must meet with him/her to attempt to effect a resolution. If the faculty member wishes to submit additional documentation, he/she may do so. The department head may convene the original review committee to address the faculty member's grievance. If there is no resolution, a faculty member may appeal to the dean or to an ad hoc post-tenure review panel appointed by the dean. If there is no resolution, the faculty member may appeal to the Provost and Senior Vice President for Academic and Student Affairs who will refer the matter to a review panel whose members are elected from among the faculty senate members or whose members are appointed jointly by the Provost and Senior Vice President for Academic and Student Affairs and the Speaker of the

Faculty Senate.

A faculty member who wishes to file a formal grievance based upon his or her belief that the post-tenure review process has violated his/her constitutionally protected rights will follow the appeal procedure outlined in TAMUS policy 12.01 Academic Freedom, Responsibility, and Tenure and Section VI Academic Freedom, Responsibilities, and Tenure Procedures (PVAMU).

Prior to, during, or following post-tenure review each faculty member will remain subject to the TAMUS policy and University rules and procedures relating to termination of tenured faculty for cause. Neither an individual who has successfully completed post-tenure review nor one who has been placed on a Tenured Faculty Improvement Plan (TFIP) will be either advantaged by or protected from application of TAMUS Policy 12.01. Termination for cause may result for any faculty member whose presence in the performance of duties becomes disruptive to the educational process, creates a threat to safety of colleagues and/or students, or fails to fulfill the Tenured Faculty Improvement Plan (TFIP) after all appeals have been exhausted. A faculty member's right of appeal will be respected, communicated, and honored.

6. **Accountability**

Annual Performance Expectations reports, evaluations of those reports, selection options, names of reviewers, summary reports of reviews, Tenured Faculty Improvements Plans (TFIP), progress reports during monitoring, recommended actions, and final action must be retained in files of the Department Head, Dean, and Provost and Senior Vice President for Academic and Student Affairs.

7. **Implementation Schedule**

The Department Head is responsible for circulating the faculty evaluation calendar and for scheduling reviews of tenured faculty scheduled for the five-year review in the upcoming academic year.

Appendix – Definitions

Tenured Faculty (TFP)

Any faculty member at any rank whose tenure has been confirmed by the Texas A&M University System Board of Regents following a recommendation by the President.

Official source: Minutes, Board of Regents, Texas A&M University System.

Annual Faculty Performance Expectations Document (AFPED)

The written guidance outlining the expected teaching, research, and service responsibilities of a faculty member constitutes the Annual Faculty Performance Expectations Document. It guides the faculty member's employment for the subsequent year. The expectations of faculty are to be directly supportive of the expressed outcomes expectations of the employing unit.

Annual Tenured Faculty Performance Report (ATFPR)

A type-written summary documenting in three pages or less the faculty member's qualitative achievements for the year. Additional documentation may be submitted to amplify or clarify concerns and issues raised by the review committee and/or department head or dean during the faculty/immediate supervisor conference.

The Annual Tenured Faculty Performance Report (ATFPR) is expected to provide, at minimum, the following:

1. A current vitae
2. All Annual Tenured Faculty Performance Reports (ATFPR)

3. Teaching Assessments: Peers
4. Teaching Assessments: Students
5. Description of Activities and Accomplishments for the past year as identified in objectives in the Annual Faculty Performance Expectations Document and supplements to it.

Post-Tenure Five-year Summative Review

The evaluation of tenured faculty that takes place each fifth year following a faculty member's attainment of tenure.

Post-Tenure Review Portfolio (PTRP)

Using the "Faculty Portfolio Organization & Contents Document," as a guide the Post-Tenure Review Portfolio is a fifth year compilation of evidence supporting the tenured faculty member's declaration that he/she has sustained performance expectations set forth by the University, professionals in the department/school/college and by his/her immediate supervisor. The outline of contents of the portfolio may be obtained from the Office of the dean or the Office for Academic and Student Affairs.

Tenured Faculty Improvement Plan (TFIP)

A written plan for elimination of deficiencies identified during the Faculty Post-Tenure Review.

Review Outcomes Report (ROR)

The department heads' written report of the Annual Tenured Faculty Post-Tenure Review not to exceed two standard type-written, single or doubled-spaced pages. Supporting documentation may be appended.

Post-Tenure Review Summary Report and Recommendations Packet (SRRP)

The department head and dean's summary report of the outcome of a faculty members' Post-Tenure Review. (See Attachment B).

POST-TENURE REVIEW OUTCOMES TABLE

Notification of Results: May 1 and no later than June 1

Rating	Consequence
<p>Performance: Satisfactory</p> <p>Deficiency free or identification of minor deficiencies only.</p>	<p>Faculty member is notified in writing and re-enters the yearly review cycle.</p> <p>(1) Performance Expectations (Sept. 1) (2) Annual Tenured Faculty Expectations Report (March 15)</p>
<p>Performance Marginal</p> <p>A combination of chronic deficiencies of that type to negatively impact the university's or department's attainment of outcomes expectations.</p>	<p>Faculty member is notified in writing of deficiencies cited; tenured faculty may appeal finding to the dean who will appoint a three or five member ad hoc panel or have tenured faculty elect such a panel to review findings. If panel finds in faculty member's favor, he/she returns to the review cycle. If the original finding stands, a Tenured Faculty Improvement Plan (TFIP) will be developed with faculty member; faculty will be given two years to demonstrate elimination of cited deficiencies. The department head will monitor the faculty member and provide him/her intermittent feedback during the first and second year. A showing of substantive satisfactory improvement during the first year may result in removal from the monitoring requirement under the TFIP. Failure to show substantive improvement after two years, will result in faculty member's being placed on Performance Probation and given one year to improve. Failure to improve will result in termination.</p>
<p>Performance: Unsatisfactory</p> <p>Principally acute deficiencies of the sort that negatively impact the University's or department's attaining its outcome expectations.</p>	<p>Faculty member is notified in writing of deficiencies cited; he/she may appeal finding to the dean who will appoint a three or five member ad hoc panel or have tenured faculty elect such a panel to review findings. If the findings are decision found to be faulty, the faculty member's rating will be adjusted and the faculty member will re-enter the cycle as outlined.</p> <p>If the appeal does not reveal a reason to reverse the post-tenure review decision, the faculty member, his/her department head and dean will develop a Tenured Faculty Improvement Plan (TFIP); faculty member will be given one year to demonstrate substantive improvement. He/she will be evaluated intermittently during the year and given a notice of continuation if improvement documented in next Annual Tenured Faculty Report. If improvement is not documented during that review, faculty member will be notified of termination following an additional year of employment</p>