

EVALUATION AND PROMOTION OF FULL-TIME FACULTY MEMBERS

University Rule 12.01.99.C1 - Approved July 31, 2000

1. FACULTY EVALUATION

1.1 Non-tenured and tenured faculty members are evaluated annually. The minimum requirements for the annual evaluation process are:

- (1) A clear explanation of the criteria and procedure to be used in evaluation presented to faculty at the beginning of the evaluation cycle.
- (2) A written evaluation prepared by the faculty member's department chair or supervisor.
- (3) A provision for the faculty member to review the evaluation and to respond in writing. This response will be placed in the faculty member's official personnel file in the Provost's Office.
- (4) A provision for a final review of the evaluation by the dean of the college if the dean was not involved in the initial evaluation procedure.
- (5) A provision for the dean of the college and the initial evaluator to meet with the faculty member when requested.

1.2 The following minimum criteria will be used in evaluating faculty performance.

1.2.1 Faculty evaluation will focus on (1) academic preparation, (2) experience, (3) teaching, (4) scholarship, and (5) service. Additionally, evaluation will address fulfillment of faculty responsibilities. The University's criteria for evaluating performance in these areas are discussed in the following University rules or documents:

12.01.99.C1.01 - Academic Rank Descriptors
12.01.99.C1.04 - Teaching, Scholarship, and Service
12.01.99.C1.03 - Responsibilities of Full-Time Faculty Members

Other relevant rules or documents may include:

12.01.99.C2 - Tenure
31.01.01.C1 - Merit Salary Adjustments Within Ranks

- 1.2.2 The evaluation process will include a provision for a faculty member to identify with the supervisor's knowledge an area of primary academic development or activity for the coming year. This area is to be selected in the light of requirements for promotion, tenure, and professional development and must be considered by the evaluator and mentioned in the written evaluation.
 - 1.2.3 The evaluation forms, or other documents provided to the faculty member, will describe the kinds of evidence to be considered in the evaluation and will indicate, whenever applicable, the priority given to items of evidence within an area.
 - 1.2.4 The criteria and the evidence must be consistent with those widely accepted for the development of faculty in the given discipline.
- 1.3 Each college, by a majority vote of its faculty, may develop additional steps in the process and additional criteria necessary to evaluate its faculty. Documents on procedures and criteria to be used in the evaluation process will be filed with the Faculty Senate and the Office of the Provost. When departments or divisions within colleges develop further steps in the process and further criteria necessary to evaluate their faculty, these as well must be approved by a majority vote of the faculty of the department or division in question and filed with the Faculty Senate and the Office of the Provost.

2. ACADEMIC RANK DESCRIPTORS

Academic rank descriptors for full-time faculty members are available in the faculty handbook and on the University Rules web site as 12.01.99.C1.01. Academic ranks include instructor, assistant professor, associate professor, and professor.

3. PROMOTION OF FACULTY

3.1 Criteria for Promotion

- 3.1.1 Appointment or promotion to an academic rank is based on past and anticipated success in performance, accomplishments, and leadership in the following five areas:

- (1) Academic Preparation
- (2) Experience
- (3) Teaching

(4) Scholarship (Discovery, Integration and Teaching, and Application)

(5) Service

3.1.2 As they advance in rank, faculty members are expected to achieve increasing success both by progressively mastering more of the five areas and by improving in individual areas. (See 12.01.99.C1.01, Academic Rank Descriptors, and 12.01.99.C1.04, Teaching, Scholarship, and Service.) The consistently sustained performance of faculty responsibilities (as described in 12.01.99.C1.03) is requisite for all faculty promotions.

3.1.3 College documents further explaining the criteria for promotion will be provided to all tenure-line faculty.

3.2 Consideration for Promotion

3.2.1 Faculty members will request that they be considered for promotion during the academic year in which they believe the appropriate education, experience, teaching, service, and scholarship standards (as described in 12.01.99.C1.01) will be met. To be considered for promotion, a faculty member must send a letter to the college dean by September 1 of the academic year in which the faculty member desires consideration. The college dean must certify that the appropriate education and experience standards have been met, and must respond to the faculty member in writing within two weeks. Should the dean fail to certify that appropriate education and experience standards have been met, the faculty member has the right to appeal the case to the Provost/Vice President for Academic Affairs, who shall respond to the faculty member in writing within two weeks.

3.2.2 A faculty member must be in a tenure-line position to be considered for promotion.

3.2.3 A faculty member will not be considered for promotion to a rank above assistant professor until the faculty member completes at least the second year of full-time service at Texas A&M University-Corpus Christi and is in the third year.

3.2.4 An evaluation for consideration of promotion is more comprehensive than an annual review. If a faculty member undergoes promotion review in an academic year, a separate annual review is optional.

3.3 Review Process

The evaluation of candidates for promotion will take place on the college level in accordance with the following university guidelines. Each college, by a majority vote of its faculty, may develop additional steps in the process and additional criteria necessary to evaluate candidates for promotion. Documents on procedures and criteria to be used in the evaluation process will be filed with the Faculty Senate and the Office of the Provost. When departments or divisions within colleges develop further steps in the process and further criteria necessary to evaluate candidates for promotion, these as well must be approved by a majority vote of the faculty of the department or division in question and filed with the Faculty Senate and Office of the Provost.

3.3.1 After the college dean certifies that the education and experience standards have been met, candidates for promotion will provide the dean's office with sufficient documentation to support their candidacy. The documentation should include:

- (1) A current curriculum vitae.
- (2) An account of teaching assignments and teaching loads, by semester, for a specified number of years.
- (3) Course syllabi and student evaluations.
- (4) Other documentation regarding teaching, such as summaries of teaching innovations, new course development, and other activities related to teaching effectiveness and teaching quality.
- (5) Evidence of scholarly activity, based on university and college guidelines.
- (6) A listing of service contributions to the university, community, and profession with dates, type of service, and documentation.
- (7) Documentation of attendance at or development of workshops, research seminars, and so forth.
- (8) Consulting activities both paid for and not paid for.

- (9) Other documentation that the college may require, such as peer review of teaching effectiveness, program development, or scholarly production.
 - (10) Other documentation that the candidates wish to provide the committee.
- 3.3.2 A faculty committee charged with evaluating candidates for promotion will review the documentation. This function may be performed by either a college-level or department-level faculty committee. The committee will consist of a minimum of five full-time tenured faculty members. At least half of the committee members will be elected by the college faculty. The dean may appoint the other members. Faculty members who are candidates for promotion during the period under consideration may not serve on this committee. The committee must ask for assessment from colleagues in the programmatic department and/or area.
- 3.3.3 The promotion committee may request the candidate for promotion to meet with the committee to discuss specific aspects of the candidate's record. The candidate, likewise, may request to meet with the committee. Colleagues of any type may be requested by the committee or the candidate to submit written letters of evaluation or answers to specific queries. Such written material becomes a part of the faculty member's personnel record that is maintained in the Dean's office.
- 3.3.4 The promotion committee's recommendation to promote or to not promote a candidate will be made in writing to the dean of the college by the last class day of the fall semester.
- 3.3.5 In addition, the candidate's department chair will provide to the dean a separate written recommendation concerning promotion. The recommendation will be provided by the last class day of the fall semester.
- 3.3.6 The dean will review the documentation of the candidate, the recommendation of the committee, and the recommendation of the department chair before making the formal written recommendation to the Provost. The dean will inform the faculty member of her/his recommendation to the Provost. The dean's written recommendation to the Provost will be placed in the faculty member's file in the Provost's Office.

3.4 Recommendations for Promotion

The college dean will submit recommendations for promotion to the Provost/Vice President for Academic Affairs prior to February 1 of each year. After reviewing the recommendations with the President, the Provost will submit a promotion list for approval by the Board of Regents. The President or the Provost/Vice President for Academic Affairs will send a letter to the candidate relating the Board of Regents' approval of the recommendation for promotion. Typically, the candidate will receive notification in June.

3.5 Appeals Procedure

On request, the faculty member who is not promoted will be provided an opportunity to meet with the committee and/or the dean. Following this meeting, a faculty member who still feels deserving of promotion may appeal in writing to the Provost/Vice President for Academic Affairs. The written appeal must be made by the faculty member within 30 working days after receiving notification from the dean that promotion is not recommended at this time. The Provost will review the matter and will issue a written decision, generally within 10 working days, to the faculty member. The Provost will also provide the dean with written notification of the decision. The decision of the Provost/Vice President for Academic Affairs will be final.

4. Supporting Resources

- 4.1 The University's statement on faculty academic freedom may be found in the faculty handbook and the University Rules web site under 12.01.99.C1.02.
- 4.2 The University's statement on the responsibilities of full-time faculty members may be found in the faculty handbook and the University Rules web site under 12.01.99.C1.03.
- 4.3 The University's statement and description of teaching, scholarship, and service may be found in the faculty handbook and the University Rules web site under 12.01.99.C1.04.
- 4.4 The University's rule on merit salary adjustments within ranks may be found in the faculty handbook and the University Rules web site under 31.01.01.C1.
- 4.5 Other provisions for the evaluation and promotion of faculty will be in part based on the faculty issues contained in Sections 4.1 - 4.4 of this rule.

5. Responsibility and Review

- 5.1 The operational responsibility for this rule rests with the Provost and Vice President for Academic Affairs. The Provost will review and approve the evaluation and promotion process and criteria used for each college.
- 5.2 The college procedures are subject to review by the college faculty, the Faculty Senate, and the Provost and Vice President for Academic Affairs every two years.