



12.06.99.C0.01 Post-Tenure Review

Revised: January 24, 2022

Next Scheduled Review: January 24, 2027

[Revision History](#)

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 (TAMU-CC) 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 during a 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

1. General

- 1.1. The following guidelines are to be used for post-tenure reviews of all tenured faculty at TAMU-CC. Faculty members with administrative assignments, such as department chairs, assistant/associate deans, and directors of programs, shall be evaluated on the faculty portion of their appointments only.
- 1.2. 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.
- 1.3. 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 this 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 continual 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

- 3.1. Each college will develop its post-tenure review process and submit it to the Office of the Provost and Vice President for Academic Affairs (Provost) for review and approval. 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 must augment, not replace or contradict, the processes outlined in this procedure.
- 3.2. The peer-review committee shall be formed at either the department or college level, as determined jointly by the faculty and dean of each college. The peer-review committee shall consist of at least three (3) tenured faculty members, the majority of whom shall be elected annually by the faculty.
- 3.3. For joint positions, the primary department will be the locus of the evaluation.
- 3.4. Every tenured member of the faculty will undergo a comprehensive review every six (6) years or following the 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 promotion to professor may serve in place of this post-tenure review process. An unsuccessful attempt for promotion to professor does not alter the post-tenure review schedule or process.
- 3.5. The six-year period starts with the first full academic year of appointment in a tenured position. The period restarts at the time of promotion to full professor.
- 3.6. Except for leaves occurring in the sixth year, periods when a faculty member is on leave will still count towards the six-year requirement.
- 3.7. Faculty due for post-tenure review shall be provided notice no later than October 15th 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.

3.8. The basis of the review is the record of teaching, scholarship and creative activity, and service. The following materials are to be assessed for the six (6) years under review:

- Current curriculum vitae
- Annual performance evaluations
- Annual Faculty Activity Reports as determined by each college

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

3.9. Faculty members will receive an evaluation for each category of responsibility (teaching, scholarship and creative activity, and 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* – meets or exceeds expectations for assigned responsibilities and provides contributions that always meet or exceed those expected of a tenured faculty member of comparable rank and workload.
- *Unsatisfactory* – does not meet minimum expectations for assigned responsibilities and contributions are not consistent with those expected of a tenured faculty member of comparable rank and workload. Evaluations may reflect disregard of previous advice or development efforts and/or professional misconduct, dereliction of duty, or incompetence.

5. Evaluation Process

5.1. The tenured faculty member is notified by October 15th that they will undergo a comprehensive periodic review during the following spring semester.

5.2. The faculty member submits their current curriculum vitae as well as the Faculty Activity Report to the dean or the dean's designee by January 20th. Department chairs (or dean if the faculty member has administrative assignments of 50% or greater) submit copies of the faculty member's annual evaluations for the past six (6) years and an evaluation summary not to exceed one (1) page to the dean or the dean's designee by January 20th. If a faculty member has written a response to any annual evaluation during the review period, the response letter(s) will be included.

- 5.3. By February 1st, the dean or dean's designee meets with the peer-review committee to provide instructions for conducting the review and provides the peer-review committee with a copy of the submitted documents.
- 5.4. By March 1st, the peer-review 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.
 - 5.4.1. 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 details 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.
- 5.5. After reviewing the peer-review committee's evaluation report, the dean shall prepare an individual evaluation for each faculty member under review.
 - 5.5.1. The dean will meet with the faculty member to inform them of the dean's and peer-review committee's recommendations. The faculty member will be provided a copy of the peer-review committee's and dean's written evaluations.
 - 5.5.2. Upon request by the faculty member, the dean shall inform them of the numerical results of the peer-review committee's vote.
- 5.6. The faculty member may submit a written response to the peer-review committee's and dean's recommendations. Responses must be submitted to the dean within five (5) business days of the meeting with the dean and will be included in the reports and recommendations forwarded to the Provost.
- 5.7. The dean's and peer-review committee's reports and recommendations and faculty response if applicable will be submitted along with a copy of the college post-tenure review process to the Office of the Provost by April 1st.
- 5.8. The Provost will review the provided documentation and prepare a final decision regarding each faculty member's post-tenure review rating by April 15th.
- 5.9. By April 30th, the Provost will notify, in writing, the dean, the department chair, and the peer-review committee of the final post-tenure review rating for each faculty member undergoing post-tenure review. The Provost will forward the final post-tenure review rating to the appropriate faculty member.

6. The Professional Development Plan

- 6.1. If the faculty member receives an *Unsatisfactory* rating in any category/categories (teaching, scholarship and creative activity, or service) or an overall rating of *Unsatisfactory* from the Provost, the faculty member, in collaboration with the peer-review committee and department chair (or dean if the faculty member has administrative assignments of 50% or greater), shall establish a professional development plan addressing any *Unsatisfactory* area (individual category or overall rating) 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.
- 6.2. 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 (e.g., 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.
- 6.3. The original written evaluation and development plan shall be submitted to the Office of the Provost with a copy maintained in the college.
- 6.4. Normally, the development plan period will be for two (2) years. With Provost approval, plans may be longer than two (2) years if the situation warrants it. The plan should follow department guidelines for development plan implementation. The department chair/dean, with input from the peer-review committee, will assess evidence of improvement after each year of the plan. Annual status reports and a final report will be submitted to the dean and Office of the Provost by May 15th of ensuing years.
- 6.5. The successful completion of the professional development plan is the positive outcome to which all faculty and administrators involved in the process must be committed. The department chair/dean, with input from the peer-review committee, will assess evidence of improvement at the completion of the development plan. If the faculty member is deemed to have made insufficient progress by the end of the plan period, the department chair, in conjunction with the dean, or the dean as applicable, will take appropriate administrative action up to and including recommendation for dismissal.

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.C0.05, Faculty Dismissals*,

Administrative Leave, Non-Reappointments and Terminal Appointments and system policy *12.01, Academic Freedom, Responsibility and Tenure*.

8. Periodic Review of the Post-Tenure Process

Periodic reviews of the post-tenure review process will be conducted by the University Promotion and Tenure Committee to provide feedback on college post-tenure review committees' adherence to their established standards and processes.

Related Statutes, Policies, or Requirements

[Texas Education Code 51.942 Performance Evaluation of Tenured Faculty](#)

System Policy [12.01, Academic Freedom, Responsibility and Tenure](#)

System Policy [12.06, Post-Tenure Review of Faculty and Teaching Effectiveness](#)

University Rule [12.01.01.C1, Tenure](#)

University Procedure [12.01.99.C0.02, Academic Freedom](#)

University Procedure [12.01.99.C0.03, Responsibilities of Faculty Members](#)

University Procedure [12.01.99.C0.05, Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments](#)

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](#)

This procedure supersedes:

- [12.06.99.C1, Post-Tenure Review](#)

Contact Office

Office for clarification or interpretation: Provost and Vice President for Academic Affairs
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