

03.FAC.10

POST-TENURE REVIEW

(Revised January 29, 1999)

(Revision draft August 2005)

(Approved COB Faculty, September 29, 2007)

(Reviewed April 2012)

(Approved COB Faculty, October 6, 2017)

(Revised and Approved by COB Faculty March 9, 2018)

Administrators with 50-100% appointments are excluded from the review stated herein. They are reviewed following A&M-Corpus Christi Rules and Procedures (33.99.03.C0.02 Performance Reviews of Academic Administrators). The review will commence the later of three (3) years or at the regular review period after stepping down as an administrator.

These guidelines do not infringe on the tenure system, academic freedom, due process or other protected rights. These guidelines do not establish new term-tenure systems or require faculty to reestablish their credentials for tenure.

The purpose of comprehensive review is to:

- Assess whether the individual is making a contribution consistent with that expected of a tenured faculty member.
- Provide guidance for continuing and meaningful faculty development.
- Assist faculty to enhance professional skills and goals.
- Refocus academic and professional efforts, when appropriate.
- Provide assurance that faculty members are meeting their responsibilities to the University and the State of Texas.

Responsibility and Scope

The review shall be conducted by a peer committee of tenured faculty at the college level. Unsatisfactory reviews are subject to further evaluation and recommendation by the dean and provost. Every tenured member of the faculty will undergo a comprehensive review every six years, or following the second *unsatisfactory* comprehensive annual evaluation in any 6-year review cycle. The six-year period starts with the first full academic year appointment in a tenured position. The period restarts at the time of promotion to full professor. Except for leaves occurring in the sixth year, periods when a faculty member is on leave will still count towards the six-year requirement. The post tenure review 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 under significant extenuating circumstances. A deferral request must be submitted by the faculty member to the provost's office through the department chair 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 faculty member who has submitted a letter of resignation will not be reviewed. A successful comprehensive review for promotion may serve in place of this post tenure review process.

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

- Current curriculum vitae (provided by faculty)
- Annual performance evaluations (provided by department chair)
- Annual faculty activity reports, since most recent review, and determined by the college (reports are available in Digital Measures and provided by faculty)

Faculty members will receive an evaluation for each category of responsibility (teaching, scholarship, service) as well as a comprehensive review. Reviews shall focus on individual performance relative to assigned responsibilities and contributions consistent with that of a tenured faculty member of comparable rank and workload. The annual evaluation process and minimum expectations are described in the College of Business Faculty Annual Evaluation Procedure found in the Faculty Handbook.

Committee Selection Process and Composition

The College Post Tenure Review Committee shall be formed at the department level and will consist of six tenured professors, elected annually by the faculty. Each department will elect two tenured professors to the committee by vote of the tenured and tenure-track faculty. Elected members will serve a one-year term. Department chairs and associate deans shall not serve on the committee. Faculty are not eligible to serve in the year of their post tenure review.

Review Outcomes

- *Exceeds expectations* – faculty member exceeds expectations for assigned responsibilities and provides contributions that meets or exceeds that expected of a tenured faculty member of comparable rank and workload.
- *Standard*– 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 improvement.
- *Unsatisfactory* – well below minimum expectations for assigned responsibilities and contributions consistent with that expected of a tenured faculty member of comparable rank and workload.

Review Process

October 15th: The tenured faculty member is notified that he or she will undergo a comprehensive periodic review during the following spring semester. The college committee will also be notified.

January 20th: The faculty member submits his or her current curriculum vitae and faculty activity report to the dean or the dean's designee. Department chairs submit copies of the faculty member's annual evaluations for the past six years or since the last review 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.

February 1st: The dean or dean's designee provides the Post Tenure Review Committee with a copy of the submitted documents.

March 1st: The Post Tenure Review Committee will submit a report for each faculty member undergoing post-tenure review through the dean's office to the Office of the Provost. The report shall state the rating for each category of responsibility, the comprehensive review rating, and the basis for that determination. A copy of the college post-tenure review process must be submitted with its post-tenure review reports. The report must be shared with the faculty under review and the faculty member's department chair.

April 1st: If the Post Tenure Review evaluation is *Unsatisfactory* in any category, the Post Tenure Review committee report shall contain sufficient documentation to identify the area(s) and particulars of the unsatisfactory performance and the basis for the committee's decision.

If the evaluation is *Unsatisfactory* in any category the dean shall review the submitted documents and prepare a separate report and recommendation. The dean's and peer committee's reports and recommendations shall be forwarded to the provost for review by **April 1st**.

April 15th The Provost will prepare a final decision by **April 15th**.

Professional Development Plan (see appendix)-For all faculty ultimately receiving an *Unsatisfactory* rating, the faculty member, review committee and department chair shall establish a professional development plan 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 fall after the conclusion of the spring semester the deadline will be extended until **September 15th**.

Disciplinary Action

Incompetence or neglect of duty discovered during the Post Tenure Review may lead to, appropriate disciplinary action, up to and including review for termination, in accordance with due process procedures of Texas A&M University – Corpus Christi Rule 12.01.99.C3 Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments and Texas A&M University System Policy 12.01 Academic Freedom, Responsibility and Tenure.

[See University Procedure 12.06.99.C0.01 - Post-Tenure Review.](#)

[HTTP://ACADEMICAFFAIRS.TAMUCC.EDU/RULES_PROCEDURES/INDEX.HTML](http://ACADEMICAFFAIRS.TAMUCC.EDU/RULES_PROCEDURES/INDEX.HTML)

Appendix

The Professional Development Plan

The plan will:

- Indicate the University resources available to provide appropriate support for the faculty member in achieving the goals of the plan.
- Indicate who will monitor the implementation of the plan and support the faculty member through the process (for example, a faculty mentor or the department chair).
- Include a follow-up schedule (with specific dates), benchmarks, and tangible goals for evaluating improved performance.

The original written review and development plan shall be submitted to the provost's office with one copy for the faculty member, the department chair, and the college. Normally, the development plan period will be for two years. The department chair, with input from the Post Tenure review committee, will assess evidence of improvement after one year. An annual status report, and a final report will be submitted to the dean and provost by May 15th of ensuing years. 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. However, 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, will take appropriate administrative action, up to and including recommendation for dismissal proceedings.