

**03.FAC.09**  
**PRE-TENURE REVIEW**

(Draft May 10, 2017)

(Revised March 7, 2018)

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

University Procedure 12.02.99.C0.01 (Tenure) requires pre-tenure review of tenure-track faculty. The review will commence in the faculty member's 3rd year of full-time academic employment at Texas A&M University-Corpus Christi. The faculty member may be evaluated earlier than their 3rd full year of employment if he/she was awarded credit at another institution towards tenure at the time of their initial appointment.

The purpose of the review is to give tenure-track faculty members a constructive peer evaluation prior to the tenure review. Recommendations for improvement will be provided to the faculty member by the faculty peers, the department chair, and the dean.

The documentation and requirements for tenure must be consistent with the candidate's assigned workload. In instances where tenure-track faculty members have been granted time toward tenure during the hiring process, the provost shall note the year of the pre-tenure review in the hiring letter.

**Documentation for Pre-Tenure Review**

Documentation for Pre-Tenure Review will follow the documentation requirements for tenure as described in University Procedure 12.02.99.C0.01 Tenure.

**Review Process**

The pre-tenure review shall be administered in accordance with the following process by the dates specified or the following business day if due date is a non-business day:

**November 1st:** The office of the dean shall notify each college faculty member who is subject to pre-tenure review during the following academic semester.

**December 1st:** The faculty member who is subject to pre-tenure review shall deliver to the department chair a dossier documenting excellence in teaching, scholarship/creative activity, and service in accordance with college criteria.

The department chair provides all tenured faculty members in the department (or Tenure Review Unit) with a copy of the submitted documents. The chair also provides copies of the faculty member's annual evaluations for the past years. If a faculty member has written a response to any annual evaluation during the review period, the response letter(s) will also be provided.

**February 1<sup>st</sup>:** All tenured faculty members in the department shall review the dossier and evaluate it for excellence in teaching, scholarship/creative activity, and service. (See 12.02.99.C0.01 Tenure Page 6 of 13.) Tenured faculty members shall meet together to discuss a candidate's pre-tenure review.

Tenured faculty members shall draft a developmental review identifying strengths and opportunities for improvement in each area of evaluation and submit their developmental review to the department chair.

If the peer-review evaluation is *Unsatisfactory* in any category, the developmental review report shall contain sufficient documentation to identify the area(s) and particulars of the unsatisfactory performance and the basis for the committee's decision.

**March 1<sup>st</sup>:** The department chair shall develop an individual review and meet with the candidate to discuss the chair's evaluation and the review by the tenured faculty members. The faculty member will receive a copy of the chair's written comments and recommendations, as well as the developmental review from the tenured faculty members.

The department chair shall submit the completed pre-tenure review to the dean, including the chair's evaluation and the review provided by the tenured faculty members.

**April 1<sup>st</sup>:** The dean shall review the feedback from the tenured faculty and the chair and shall prepare a written evaluation. The dean will meet with the tenure-track faculty member to discuss the pre-tenure review in accordance with college guidelines. The faculty member will receive a copy of the dean's written comments and evaluation.

If the peer-review evaluation is *Unsatisfactory* in any category the dean shall review the submitted documents and prepare a separate report and recommendation.

The dean shall forward the chair's evaluation and the dean's evaluation to the Office of the Provost for the faculty member's official file.

If the review indicates that the faculty member is not progressing adequately towards the requirements for tenure, the department chair will convene a meeting with the faculty member to discuss how he or she should improve their academic record prior to application for tenure review.

[See University Procedure 12.02.99.C0.01 – Tenure.](#)

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