

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



12.06.99.P0.01 Post-Tenure Review

Approved July 27, 2022

Next Scheduled Review: July 1, 2027

UAP Purpose

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 the university through its divisions, departments, and schools/colleges where faculty are assigned.

Definitions

Tenured Faculty – Any faculty member at any rank whose tenure has been confirmed by The Texas A&M University System (System) Board of Regents following a recommendation by the Prairie View A&M University President.

Post-Tenure Review – The evaluation of tenured faculty that takes place each fifth year following a faculty member's attainment of tenure.

Post-Tenure Review Portfolio – 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, faculty in the department/school/college, and his/her immediate supervisor. The outline of contents of the portfolio may be obtained from the faculty member's dean's office.

Post-Tenure Review Recommendations Packet – The department head, department and/or college review committee, and dean's summary report of the outcome of a faculty member's post-tenure review.

Tenured Faculty Improvement Plan (TFIP) – A written plan for the elimination of deficiencies identified during the post-tenure review.

Official Procedures and Responsibilities

1. GENERAL

- 1.1. Continued productivity of tenured faculty is pivotal to preserving and advancing institutional quality. Such a plan makes professional development the shared responsibility of faculty and the university through its divisions, departments, and schools/colleges where faculty are assigned. The results of post-tenure review at PVAMU 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 the most deserving faculty based upon their productivity in teaching, research, and service; and (c) tenured faculty members that there will be an informed, timely performance assessment designed to identify strengthening needs of tenured faculty.

- 1.2. The post-tenure review process will facilitate early identification of diminishing productivity that warrants attention and amelioration. It will significantly reduce the tolerance for substandard performance. In the final analysis, persistent unsatisfactory performance will result in termination. Implementation of post-tenure review is expected to positively impact on-going improvement in the overall faculty review process.

2. CRITERIA

- 2.1. All faculty will undergo annual performance evaluation in teaching, research, and service; however, tenured faculty will undergo an additional performance review every five years following award of tenure (i.e., post-tenure evaluation). At PVAMU, research and service are regarded as essential enrichments of teaching. The nature and scope of research and service commitments of faculty vary among departments and colleges. Individual performance standards in each area will emanate from the mission and objectives of the division/department and/or school/college.
- 2.2. Departments will be expected to exercise due diligence in ensuring that faculty review criteria 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, color, religion, gender, gender identity, sexual orientation, ethnicity, national origin, age, genetic information, veteran status, or disability unrelated to the performance of duties.

3. ELIGIBILITY FOR FACULTY POST-TENURE REVIEW

- 3.1. Any faculty member at any rank whose tenure has been confirmed by the System Board of Regents upon recommendation of the PVAMU President 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 tenured faculty, including academic department/division heads, deans, and other faculty members with administrative responsibility, will be subject to post-tenure review. However, the nature of their assignments may result in a delay in the review. Typically, administrators who carry less than 50% teaching workloads are evaluated when they return to full-time teaching unless otherwise specified in the conditions of employment.

4. REVIEW PROCESS

- 4.1. Post-Tenure review is not tied to promotion or merit salary increase. However, the faculty member may use products of the process 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 by the deadline established by the Office of Academic Affairs (typically in early fall semester) as part of the normal

tenure/promotion process, which is separate from the regularly scheduled annual faculty performance evaluation process. 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.

4.2. Reviewer Selection

- 4.2.1. The dean is responsible for implementing the evaluation process for all faculty, including tenured faculty; the dean may delegate the responsibility to the division/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.
- 4.2.2. The department head may appoint a three or 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/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 the summary reports and recommendations from the department head and the departmental and/or college review committees and transmit his/her own recommendation to the Provost & Senior Vice President for Academic Affairs (Provost) for the final review and approval.
- 4.2.3. 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) if the rating warrants. The dean will, in every instance, make notifications of the final review outcome.

4.3. Steps in the Cycle

- 4.3.1. Tenured faculty scheduled for post-tenure review will be reminded of their scheduled review by their immediate supervisor or dean typically by June in the preceding academic year.
- 4.3.2. The candidate must submit the post-tenure review portfolio to PantherFolio by the deadline established by Office of Academic Affairs (typically in early spring semester).
- 4.3.3. The candidate's direct supervisor, departmental and/or college post-tenure review committee, and Dean will review the post-tenure portfolio.
- 4.3.4. A tenured faculty member whose performance falls below acceptable levels is to be issued a Tenured Faculty Improvement Plan (TFIP) by his/her immediate supervisor and provided reasonable assistance in addressing problem areas in time to assist him/her in showing improvement before the next review (in one or two years, depending on the type of the TFIP).

4.4. Consequences of Review Outcomes:

- 4.4.1. A tenured faculty member who undergoes post-tenure review will receive one of the following ratings:

Rating	Performance
Satisfactory	Candidate accomplishes most departmental and/or university performance measures and objectives at the expected level for successful post-tenure review.
Marginal	Candidate accomplishes some departmental and/or university performance measures and objectives at the expected level for successful post-tenure review.
Unsatisfactory	Candidate does not meet departmental and/or university performance measures and objectives at the expected level for successful post-tenure review.

4.4.2. Tenured Faculty Improvement Plan

- 4.4.2.1. If the evaluation rating is not Satisfactory, the department head will develop, with the dean's guidance and the faculty member's participation, a TFIP.

- 4.4.2.2. If the evaluation rating is Marginal, the TFIP will allow the faculty member two years to demonstrate elimination of cited deficiencies. The department head will monitor the faculty member and provide him/her with intermittent feedback. Failure to show substantive improvement after two years will result in the faculty member's being placed on Performance Probation and given one year to improve. Failure to improve will result in termination.

- 4.4.2.3. If the evaluation rating is Unsatisfactory, the TFIP will allow the faculty member one year to demonstrate substantive improvement. The department head will evaluate the faculty member intermittently during the year. If improvement is not documented after one year, the faculty member will be notified of termination following an additional year of employment.

- 4.4.3. Faculty who receive TFIP's in post-tenure review are ineligible for promotion until the deficiencies identified in the TFIP have been successfully addressed.

5. APPEAL PROCESS

- 5.1. A faculty member who receives an unfavorable review (Marginal or Unsatisfactory) may submit a rebuttal within 10 (ten) business days of receiving the review to the department head, who must meet with him/her to attempt to affect 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, the faculty member may appeal to the dean or an ad hoc post-tenure review panel appointed by the

dean. If there is no resolution, the faculty member may appeal to the Provost, who may refer the matter to a review panel whose members are selected from the Faculty Senate or appointed jointly by the Provost and the Speaker of the Faculty Senate. The Provost will make the final determination on the appeal.

- 5.2. Prior to, during, or following post-tenure review, each faculty member will remain subject to the System Policies and Regulations and University Rules and Administrative Procedures relating to termination of tenured faculty for cause. Neither an individual who has successfully completed post-tenure review nor one placed on a TFIP will be either advantaged by or protected from the application of System 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 the safety of colleagues and/or students, or fails to fulfill the TFIP after all appeals have been exhausted. A faculty member's right to appeal will be respected, communicated, and honored.

6. ACCOUNTABILITY

- 6.1. Names of reviewers, summary reports of reviews, Tenured Faculty Improvement Plans (TFIP), progress reports during monitoring, recommended actions, and final action must be retained by the department, school/college, and the Office of Academic Affairs.

7. IMPLEMENTATION SCHEDULE

- 7.1. The department head is responsible for circulating the faculty evaluation calendar and for scheduling reviews of tenured faculty scheduled for the post-tenure review in the upcoming academic year.

Related Statutes, Policies, Regulations and Rules

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

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

[32.01.01.P0.01 Complaint and Appeal Process for Faculty Members](#)

[Prairie View A&M University Promotion and Tenure Manual](#)

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