

Comprehensive Performance Evaluations of Tenured Faculty members and Faculty Members Who Receive an Academic Promotion

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TTU O.P. : 32.31: Comprehensive Performance Evaluations of Tenured Faculty members and Faculty members Who Receive an Academic Promotion

I. PURPOSE

This document serves as a guideline and procedure for comprehensive performance evaluations of tenured faculty members and faculty members who receive an academic promotion.

The comprehensive performance evaluation is designed to facilitate faculty development and to provide a means of answering competent levels of performance in the areas of teaching, research, and service.

The comprehensive performance evaluation examines professional activity over a relatively long span of time, thus encouraging the faculty member to undertake projects and initiatives that do not readily lend themselves to annual evaluation. The comprehensive performance evaluation is prospective as well as retrospective, because it is recognized that different emphases may be appropriate at different points in a faculty member's career. In both regards, the goal of the evaluation is to maximize the particular talents of tenured faculty members within the context of the broad array of talents needed for the effective work of the College and the University.

As faculty development, the review aims to assist the tenured faculty member in formulating a multi-year plan of professional growth and activity in teaching, research, and service based on his or her individual interests and the needs and mission of the College and of the University.

With regard to professional competence, the review aims to assess the tenured faculty member's effectiveness in teaching, research, and service over a multi-year period, thus complementing annual, promotion, and tenure reviews.

II. PROCEDURE

- A. All tenured faculty will be reviewed no more often than once every year, but no less than once every six years after the date the faculty member was granted tenure or received an academic promotion.**
- B. As in promotion and tenure review, research, teaching, service, and administrative accomplishments (where applicable) will be evaluated, based on professional responsibilities, and including peer review of the faculty member.**
- C. Notice of the comprehensive performance evaluation must be given to faculty members to be reviewed no later than September 1, the evaluation to begin no earlier than February 1, and end no later than May 1, all in the same academic year.**

- D. Each faculty member will prepare a Faculty Statement, in accordance with the guidelines in the College Faculty Evaluation Policy. This plan will be submitted to the peer review committee no later than February 2 of the academic year of review.
1. Include a statement of (one to three pages) career goals and aspirations, and expected contributions in teaching, research and creative activity, and service.
 2. A current C.V. highlighting the period under review.
 3. Copies of annual performance reviews for years under consideration.

The faculty member may submit such additional supporting documents as he or she deems is relevant for the comprehensive performance evaluation.

- E. The Peer Review Committee will be composed of not less than three members nor more than five tenured faculty members. Members to serve on any review will be appointed by the Chair from the list of tenured faculty members, in consultation with the faculty member.
- F. The Peer Review Committee meets with the faculty member to review and discuss all materials presented for review and to suggest any recommended revisions.
1. The Committee will review overall evidence of qualitative accomplishments.
 2. The Committee will write a one-page summary of its review.
 3. The faculty member under review acknowledges receipt of the review by signing and dating the Committee's summary, and may make a written response to the review that becomes part of the review.
 4. Upon completion review material and Committee summary will be forwarded to the Dean, the Dean will add an evaluation, which will be included in the package submitted to the Provost.
- G. Should a faculty member request an outside evaluation of the review documents and/or recommendations, the faculty member and the Dean of the College will mutually agree upon the members of the Peer Review Committee. If there is not a mutual agreement between the faculty member and the Dean on the make-up of the outside review committee, the dispute would be settled by the Provost.

III. COMMUNICATION OF OUTCOME

- A. The Dean will communicate to the faculty member his/her evaluation and the faculty member will acknowledge that review by signing and dating it.
- B. In cases where the review identifies major and chronic deficiencies, the faculty member may be placed in a development program as outlined in OP 32.32, or other appropriate action as specified in OP 32.31.4 Actions.

IV. APPLICATION

- A. The comprehensive post-tenure review process may not be waived for any tenured faculty member at Texas Tech University.
- B. The College will establish an accounting procedure to record when each faculty review was conducted and the date of next review.

V. Due Process and Rights to Appeal / O.P. 32.31

The comprehensive performance evaluation process incorporates commonly recognized academic due-process rights, as specified in the Texas Tech University Tenure Policy. Due-process rights include notice of the timing, manner, and scope of the evaluation and, before a faculty member may be subject to disciplinary action on the basis of a comprehensive performance evaluation conducted under this policy, notice of specific charges and the right to a hearing on those charges. In all such cases the burden of proof shall be on the University. In the case of a disputed peer review, the faculty member may request that additional reviews in writing be solicited from no more than three specialists in the faculty member's area of teaching and/or research who are not members of the academic unit. The outside reviewers will be selected by mutual agreement between the faculty member and the administrator of the academic unit responsible for the evaluation. The specialist reviews shall be included with the evaluation materials that are forwarded to the responsible academic dean, the Provost, and the President and shall be considered in any administrative action that results from the comprehensive performance evaluation process.