

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.7	Policies and Procedures Regarding Tenure	Revised:	June 2007
<b>Policy 3.7.5</b>	<b>Periodic Evaluation of Tenured Faculty</b>	Responsibility:	Vice President for Academic Administration

## PERIODIC EVALUATION OF TENURED FACULTY

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### Policy

The Board of Regents' *Rules and Regulations*, [Rule 31102](#), state that the purpose of periodic evaluation is to:

1. provide guidance for continuing and meaningful faculty development;
2. assist faculty to enhance professional skills and goals;
3. refocus academic and professional efforts, when appropriate; and
4. assure that faculty members are meeting the responsibilities to the University and the State of Texas.

This general interpretation of periodic evaluation encompasses a joint responsibility between administration and faculty to enhance and promote the quality and effectiveness of faculty in fulfilling the mission of The University of Texas Health Science Center at San Antonio and to provide for excellence in meeting the goals of the academic programs. In this context, it has applicability to all faculty.

The periodic review of tenured faculty is based on the premise that a faculty member has previously demonstrated an exceptional degree of professional competence and scholarly achievement, as well as the attitudes and intellectual qualities that make the individual a desirable and continuing member of the faculty. Therefore, the purpose of the periodic evaluation is to ascertain that a tenured faculty member continues to be of value to the School and institution in implementing its academic programs. Each faculty member should be judged in the context of his or her assigned responsibilities. These responsibilities, however, may not necessarily be the same as those upon which tenure was originally awarded.

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**Process**

The University of Texas Board of Regents mandated that the periodic review of tenured faculty shall be scheduled at five-year intervals following the initial year of being granted tenure but may be deferred in circumstances when the review period will coincide with approved leave, or comprehensive review for tenure, promotion, or appointment to an endowed position. In the event that one or more of the foregoing circumstances is applicable, an adjustment would be made in the schedule for evaluation, but deferral of the evaluation of an active faculty member may not extend beyond one year from the scheduled evaluation.

The process of evaluation shall be conducted by each academic department (or School). Each department (or School) will elect from the full-time tenured faculty a minimum of three individuals to serve as a Post Tenure Evaluation Committee (PTEC). If there are too few tenured faculty members to form a PTEC, departments may combine to form a PTEC with the concurrence of the appropriate Dean. It is the responsibility of the department (or School) to establish the procedure for electing the PTEC. The members of the PTEC will serve a three-year term with one-third of the committee rotating off each year. Faculty members who are scheduled for periodic evaluation are not eligible to serve that year on the Committee. One additional tenured faculty member from outside of the department (or School) will serve on the PTEC. This member will be selected by the Chair or Dean to serve a term of one year.

Faculty members can anticipate scheduled reviews every five years from the initial year of being granted tenure. The Chair (or Dean) will notify the faculty of the review at least six months in advance. It is important that the department (or School) provide the faculty member with adequate support services during this period of collection and preparation of the necessary documentation.

At the beginning of each academic year, the PTEC shall be informed by the department Chair (or Dean) of the faculty scheduled for review so that materials can be submitted and reviewed during the Spring semester.

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The department Chair shall provide the PTEC with the past five years of teaching evaluations and annual performance evaluations of the faculty member including a statement of major responsibilities and an assessment of the level of performance.

Any additional information that would aid in the evaluation should also be included. It is the responsibility of the faculty member to provide the following information to the PTEC:

1. Current Curriculum Vita, and
2. A statement supporting the fulfillment of major responsibilities with appropriate documentation.

A written report of the "Post Tenure Evaluation" with a rating and summary of supporting evidence will be forwarded by the Chair of the PTEC to the faculty member two weeks before it is sent to the respective department Chair (or equivalent), Dean and Office for Academic Administration. The faculty member will be provided with the opportunity to meet with the PTEC upon request after the PTEC report is received. The report will contain one of the following performance ratings: 1 = Performance Satisfactory, 2 = Performance Needs Improvement, or 3 = Performance Unsatisfactory.

Rating 1 Performance Satisfactory: for those faculty performing at level that is consistent with the expectations of their department.

Rating 2 Performance Needs Improvement: for those faculty whose performance is not consistent with the expectations of the department.

Rating 3 Performance Unsatisfactory: for those faculty whose performance is not consistent with the expectations of their department and may be considered for termination if good cause exists under the current Regents' *Rules and Regulations*.

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**Process for Ratings 1, 2, 3**

All documentation related to the PTEC review process will be maintained as a confidential file in the department (or equivalent).

**Rating 1 Performance Satisfactory**

Action: The Chair of the PTEC will send the written report of Post Tenure Evaluation to the faculty member two (2) weeks before it is sent to the respective Chair, Dean and to the Office for Academic Administration.

**Rating 2 Performance Needs Improvement**

Action: The Chair of the PTEC will send the written report of Post Tenure Evaluation to the faculty member two (2) weeks before it is sent to the respective department Chair or equivalent, Dean and to the Office for Academic Administration. The faculty member will be provided the opportunity to meet with the PTEC upon request.

The PTEC review may be used to provide assistance in developing teaching effectiveness, mentoring in research, or additional training in clinical work. Faculty who receive a rating of "Performance Needs Improvement" will be expected to meet with the department Chair within sixty (60) days of the date of the written PTEC report to develop a remedial plan to address specific areas in the PTEC report. A copy of the written remedial plan, reviewed and signed by Chair and faculty member, must be forwarded to the respective Dean and to the Office for Academic Administration within thirty (30) days of the meeting with the department Chair. The remedial plan must contain goals, plans and dates for accomplishment of goals. Re-evaluation by the Chair will be at twelve (12) and eighteen (18) months from the date of the written PTEC report. The faculty member will be reviewed and evaluated by the PTEC at twenty-four (24) months from the initial PTEC review.

**Rating 3 Performance Unsatisfactory**

Action: The Chair of the PTEC will send the written report of "Post Tenure Evaluation" to the faculty member two weeks before it is

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sent to the respective Chair, Dean and to the Office of Academic Administration. The faculty member will be provided the opportunity to meet with the PTEC upon request. The department Chair (or equivalent) in consultation with the Dean shall determine the appropriate course of action.

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**Monitoring the Process**

A successful periodic evaluation of tenured faculty will depend on a well-executed process at the level of the department (or School) PTEC, as well as an institutional commitment to assist and support faculty development. Each department (or equivalent) should have guidelines for the PTEC review and for remediation of faculty who would benefit from additional support. The responsibility for overseeing the process of post tenure review will be shared by the Vice President for Academic Administration (VPAA), the respective department Chair and Dean.

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**Faculty Appeal of Decisions**

A faculty member may appeal the decision of the PTEC. All appeals must be made to the VPAA in writing, must request reconsideration of credentials, and must be filed within ten (10) days of the date of notification of findings of the PTEC. The basis of the appeal must be to emphasize some aspect of the faculty member's documentation, which the candidate feels was not properly represented or emphasized in the materials presented for review. Maintenance of an accurate, up-to-date curriculum vitae is the responsibility of the individual faculty member. Recent accomplishments or other changes in a faculty member's curriculum vitae that occur after the established annual deadline for submission of materials for review, may be considered in the appeals process and should be submitted with the letter requesting an appeal.

Within ten (10) days of receipt of a request for appeal, the VPAA shall select five members from among the outside members appointed to that year's PTECs, excluding the outside member of the departmental or School PTEC that made the recommendation being appealed, to serve on the Appeals Committee. The VPAA shall select one of the five members as Chair of the Appeals Committee to review the appeals request. The Chair of the Appeals Committee has ten (10) days from the date of appointment to convene the Appeals Committee and render

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a decision. The VPAA may either accept or reject the recommendation of the Appeals Committee. The VPAA shall inform the faculty member within ten days of the Appeals Committee decision of the outcome of the appeal.

A faculty member whose request and appeal is denied by the Appeals Committee and confirmed by the VPAA may appeal the decision to the President. All appeals must be made in writing, must request reconsideration of credentials, and must be filed within ten (10) days of the date of notification of decision of the VPAA.

Within ten (10) days of receipt of a request for appeal, the President shall render a decision in writing. The decision of the President is final.

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