

### SoN POST TENURE EVALUATION AND APPEAL GUIDELINES

These guidelines are an addendum to The University of Texas Health Science Center at San Antonio document entitled, "Periodic Performance Evaluation of Tenured Faculty Policy," approved by the Board of Regents November 13, 1997. See the Handbook of Operating Procedures, Chapter 3, and Section 3.7.5

The stated purpose of the periodic evaluation is to ascertain that tenured faculty members continue to be of value to the school and institution in implementing its academic programs based on their assigned responsibilities.

#### Process

The School of Nursing is the designated unit. The Post Tenure Evaluation will be conducted by the School of Nursing Promotion, Tenure, and Appointments Committee (PTAC) members. One additional committee member, who is a UTHSCSA tenured faculty from outside the School of Nursing, will be appointed by the Dean each fall to serve a term of one year to support the SoN PTAC reviews.

#### Evaluation Process

1. Faculty members will have scheduled reviews every **six** years from initial year of being granted tenure or receiving a post tenure promotion.
2. A six-month advance written notification of this date will be given by the Vice Dean for Faculty Excellence to the faculty member, with copies to the SoN PTAC Chair and Dean's Office. The evaluation process requires submission of applicant's materials from the Vice Dean for Faculty Excellence and the faculty member to submit to the SoN PTAC at the end of the fall semester. These materials should address the accomplishments of the faculty member with regard to their assigned responsibilities.
3. The report will contain one of the following performance ratings: 1 = Exceeds Expectations which should reflect a clear and significant level of accomplishment beyond what is normal for the institution, discipline, unit, faculty rank, and type of contractual expectations as described in the institution policy; 2 = Meets Expectations based upon the cumulative record presented and annual evaluations during the prior six years; 3 = Fails to Meet Expectations which indicates a failure beyond what can be considered the normal range of year-to-year variation in performance, but of a character that appears to be subject to correction; or 4 = Unsatisfactory means failing to meet expectations for the faculty member's institution, unit, rank, and contractual obligations, and doing so in a way that reflects disregard of previous advice or other efforts to provide correction or assistance, or involves prima facie professional misconduct, dereliction of duty, or incompetence.
4. The specifics for each rating are provided in the UTHSCSA policy. Faculty receiving a satisfactory performance rating will have their next periodic evaluation in six years. Those receiving a marginal performance rating are expected to seek remedial aid and will be re-evaluated in twelve and eighteen month from the date of the written report. A performance rating of 4 can result in termination of the faculty member after being given due process. The UTHSCSA Handbook of Operating Procedures makes reference to termination of tenured faculty in Chapter 3, Section 3.7. The Handbook of Operating Procedures can be found at [www.uthscsa.edu/hop2000/](http://www.uthscsa.edu/hop2000/). In both cases, there is reference to Regents' Rules and Regulation for the specifics of procedure regarding Tenure,

Promotion and Termination of Employment. The details of the termination process are provided in the Regents' Rules and Regulations, Part One, Chapter III, Section 6, Subsection 6.3 as amended December 12, 1996. The Regents' Rules can be found at [www.utsystem.edu/bor/tocrrr.htm](http://www.utsystem.edu/bor/tocrrr.htm)

5. In the event of an unsatisfactory performance, the SoN PTAC will outline the issues in writing and the SoN PTAC will meet with the Vice Dean for Faculty Excellence to review the issues. The SoN PTAC has final approval of the assessment and recommendations for the candidate.
6. The Vice Dean for Faculty Excellence sends the final report to the candidate two weeks before it is submitted to the Dean.
7. The faculty member may request the opportunity to meet with the SoN PTAC and the Vice Dean for Faculty Excellence at any time during the process prior to the letter being sent to the Dean.
8. After this time, any faculty grievances will be dealt with by the Dean if there is no resolution with the SoN PTAC.
9. The Dean writes his/her own evaluation of post tenure review, after the SoN PTAC Committee.
10. Faculty Member: The faculty member will submit previous yearly evaluation as well as an updated Curriculum Vitae in UTHSCSA required format, narrative summary, and the following documentation:

**Teaching Scholarship:** Documentation submitted may include:

1. Course, classroom and/or clinical student evaluations
2. Peer evaluation
3. Samples of original teaching materials (exam questions, handouts)
4. Publications
5. Documentation of presentations and/or evaluations of presentations given outside the HSC.

**Research – Discovery-** Documentation submitted may include:

1. Publications
2. Documentation of presentations and/or evaluations of presentations given outside the HSC.
3. Grant reviews
4. Samples of other research endeavors (consultations, proposed projects)

**Practice/Service Scholarship-** Documentation submitted may include:

1. Letter from committee chair, organization, president or CEO

2. Samples of participation in community service (programs planned, and/or implemented, project development, letters written).
3. Documentation of leadership role responsibilities at UTHSCSA SoN, and community.
4. Practice (patient care) materials developed (patient education, protocols, clinical outcome, case studies.)

### **Integration Scholarship**

1. Evidence of interdisciplinary relationships that encompasses research, teaching, and community engaged service/ practice opportunities, community engagement at local regional, and national global levels.
2. The SoN PTAC will determine performance.
3. The report will contain one of the following performance ratings: 1 = Exceeds Expectations which should reflect a clear and significant level of accomplishment beyond what is normal for the institution, discipline, unit, faculty rank, and type of contractual expectations as described in the institution policy;
4. 2 = Meets Expectations based upon the cumulative record presented and annual evaluations during the prior six years;
5. 3 = Fails to Meet Expectations which indicates a failure beyond what can be considered the normal range of year-to-year variation in performance, but of a character that appears to be subject to correction; or
6. 4 = Unsatisfactory means failing to meet expectations for the faculty member's institution, unit, rank, and contractual obligations, and doing so in a way that reflects disregard of previous advice or other efforts to provide correction or assistance, or involves prima facie professional misconduct, dereliction of duty, or incompetence.
7. The specifics for each rating are provided in the UTHSCSA policy. Faculty receiving a satisfactory performance rating will have their next periodic evaluation in six years. Those receiving a marginal performance rating are expected to seek remedial aid and will be re-evaluated in twelve and eighteen month from the date of the written report. A performance rating of 4 can result in termination of the faculty member after being given due process. The UTHSCSA Handbook of Operating Procedures makes reference to termination of tenured faculty in Chapter 3, Section 3.7. The Handbook of Operating Procedures can be found at [www.uthscsa.edu/hop2000/](http://www.uthscsa.edu/hop2000/). In both cases, there is reference to Regents' Rules and Regulation for the specifics of procedure regarding Tenure, Promotion and Termination of Employment. The details of the termination process are provided in the Regents' Rules and Regulations, Part One, Chapter III, Section 6, Subsection 6.3 as amended December 12, 1996. The Regents' Rules can be found at [www.utsystem.edu/bor/tocrrr.htm](http://www.utsystem.edu/bor/tocrrr.htm)
8. In the event of an unsatisfactory performance, the SoN PTAC will outline the issues in writing and the SoN PTAC will meet with the Dean of Faculty to review the issues. The SoN PTAC has final approval of the assessment and recommendations for the candidate.

9. The Vice Dean of Faculty sends the final report to the candidate two weeks before it is submitted to the Dean. See Figure 3 Post Tenure Review Process.
10. The faculty member may request the opportunity to meet with the SoN PTAC and the Vice Dean of Faculty at any time during the process prior to the letter being sent to the Dean.
11. After this time, any faculty grievances will be dealt with by the Dean if there is no resolution with the SoN PTAC.
12. The Dean writes his/her own evaluation of post tenure review, after the SoN PTAC Committee.
13. Faculty appeals regarding the Post Tenure review decision must be done in accordance with H.O. P. Policy 3.7.5 Periodic Evaluation of Tenured Faculty.