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## Procedure Statement

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The procedure for academic performance review at Texas A&M University-Texarkana (A&M-Texarkana) applies equally to current faculty members and future appointees. This procedure seeks to provide useful guidelines for situations related to faculty preparation for written performance reviews.

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## Procedures and Responsibilities

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### 1. ANNUAL PERFORMANCE REVIEW

- 1.1 Through the annual performance review process, Deans or designees shall review the performance of all faculty members including those who are accruing credit toward tenure, except that an annual review will not be conducted for a faculty member who has received a notice of non-renewal or non-reappointment. Each faculty member shall be advised in writing of the results of this review. The purpose of regular reviews is to provide a mechanism to facilitate dialogue between the administration and the faculty. All annual performance reviews conducted by a designee must be reviewed by the faculty member's Dean.
- 1.2 Annual reviews will be conducted in an environment of openness and collegiality, with an emphasis on constructive development of the individual faculty member so that both the individual and A&M-Texarkana may benefit by improved performance or by encouragement to continue exemplary performance.
  - 1.2.1 In all cases, the annual review shall serve as the primary written documentation for evaluation of job performance in the areas of assigned responsibility and for merit salary increases.
  - 1.2.2 Failure to participate in the annual performance evaluation process may subject the faculty member to disciplinary action up to and including dismissal.
  - 1.2.3 The faculty member's report of previous activities must be focused on the previous calendar year and should allow a faculty member to point out the status of long-term projects and set the context in which annual activities have occurred.

- 1.2.4 The report must incorporate teaching, scholarly or creative activity, and service.
  - 1.2.5 The Dean or designee shall summarize his/her evaluation and expectations of the faculty member's performance on the university annual performance review document. Each faculty member shall be informed in writing of the results of this review.
  - 1.2.6 The faculty member shall indicate receipt by signing the document. Signing does not necessarily indicate agreement with the evaluation's content. If a faculty member refuses to sign, the supervisor shall indicate such in writing on the annual review document.
  - 1.2.7 The annual report must also include goals for the next year in teaching, scholarship and scholarly or creative activity and service.
  - 1.2.8 An unsatisfactory rating in any one area (e.g., teaching effectiveness, research, creative activities and other scholarly endeavors, or service) will require the implementation of a written short-term development plan for the faculty member, including performance improvement benchmarks.
  - 1.2.9 A conference may be held between the Dean or designee and the faculty member to discuss the written review and expectations for the coming year if desired or needed. In some cases, more frequent meetings at the written directive of the Dean or request of the faculty member may be necessary.
  - 1.2.10 A faculty member who disagrees with his/her performance review may submit a written response to the review which will be included as an attachment.
  - 1.2.11 The annual performance review and any related documents shall become part of the faculty member's personnel file. Generally, all faculty members are entitled under Texas law to see their personnel files and to obtain a copy of the information in those files at their own expense.
- 1.3 Tenured Faculty
- 1.3.1 For tenured faculty, the annual performance review process will be used to identify the faculty member's progress toward promotion, if applicable.
  - 1.3.2 The review will be part of the ongoing process of communication between the faculty member and the institution in which both institutional and individual goals and programmatic directions:
    - 1.3.2.1 are clarified,
    - 1.3.2.2 the contributions of the faculty member toward meeting those goals are evaluated, and
    - 1.3.2.3 the development of the faculty member and the university is enhanced.

#### 1.4 Tenure-Track Faculty

- 1.4.1 Through the annual performance review process, Deans or designees shall review the performance of all faculty members who are accruing credit toward tenure.
- 1.4.2 This review will provide a candid evaluation of the individual's achievements in regard to the Dean's or designee's assessment of progress in the discipline and in the context of College goals. This review must take into account the fact that progress in a scholarly career is a long-term venture; therefore, a three to five year horizon may be necessary for the accurate evaluation of scholarly progress.
- 1.4.3 Comprehensive reviews to determine progress toward tenure are required for tenure-track faculty during the fourth year of probation in lieu of the annual performance review. Fourth year reviews must be performed by the faculty member's Dean.
  - 1.4.3.1 The faculty member's Dean will provide a written summary of achievements and whether the faculty member is making adequate progress toward tenure. The Dean must identify what still must be accomplished to receive a positive tenure recommendation. If the faculty member is not making adequate progress toward tenure, the Dean may recommend non-renewal of the faculty member's appointment.
  - 1.4.3.2 Peer review is required for these reviews.
  - 1.4.3.3 The timeline to be followed will be consistent with the colleges' procedures for annual performance review.

#### 1.5 Non-Tenure-Track Faculty

The annual review process will serve primarily as an evaluation focusing on performance and potential for reappointment.

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### **Related Statutes, Policies, or Requirements**

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[System Policy 12.01, \*Academic Freedom, Responsibility and Tenure\*](#)

[System Policy 12.02, \*Institutional Procedures for Implementing Tenure\*](#)

[System Policy 12.06, \*Post-Tenure Review of Faculty and Teaching Effectiveness\*](#)

[System Policy 12.07, \*Fixed Term Academic Professional Track Faculty\*](#)

[Texas Education Code §51.942](#)

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