



TEXAS WOMAN'S UNIVERSITY

Procedures and Guidelines for Reviews Submitted in Academic Year 2017-18

FACULTY PERIODIC PERFORMANCE REVIEW

1. This procedure refers to University Regulation and Procedure III.01.02.c, *Faculty Periodic Performance Review*.
2. Periodic Performance Review (PPR) will be undertaken by each TWU faculty member and his/her academic component (AC) on the following schedule:

Type of Faculty	Year of Employment	Frequency of Review
Tenure-track	1-5	Annual Year 3 PPR will contain explicit statements regarding progress of the faculty member toward promotion and/or tenure.
Tenure-track	6	Tenure and/or promotion application; all prior years considered
Tenured	After Year 6	Every 3 years
Non-tenure-track (Clinical or Lecturer)	1-6	Annual Year 3 PPR will contain explicit statements regarding progress of the faculty member toward promotion.
Non-tenure-track (Clinical or Lecturer)*	After Year 6	Every 3 years

*Clinical and lecturer faculty are not required to apply for promotion. After Year 6, they are reviewed every 3 years.

3. Except as noted below, the documentation of performance and its review will begin in the fall semester and proceed according to the published *Faculty Performance Review Calendar*. The time period under review will be the previous academic year.

- A. The Year 1 PPR is conducted in the fall semester and typically addresses only the first few months of the 1st academic year.
- B. The Year 2 PPR is conducted in the fall semester and typically addresses the entire 1st academic year plus the first few months of the 2nd academic year.
- C. The Year 3 PPR addresses the prior academic year. In addition, the Year 3 review also contains an explicit statement regarding the progress of the faculty member in relation to the relevant criteria for promotion and/or tenure (see URP III.01.02.a, *Faculty Promotion and Tenure*), as applicable. Preparation of a portfolio and external review are not required for this review.
- D. The PPR for Years 4 and 5 reviews highlights progress and areas that need improvement prior to the tenure and/or promotion review scheduled for Year 6.
- E. The Year 6 PPR (or an alternate year specified in the employment letter of a faculty member) is typically replaced by the preparation and submission of a tenure and/or promotion application. The application process begins in spring with a request for external reviewers. (See URP III.01.02.a, *Faculty Promotion and Tenure*, and *Faculty Performance Review Calendar*.).
- F. After Year 6, the PPR shifts from a 1-year interval to a 3-year interval. The review conducted every third year addresses the previous three academic years of performance. Preparation of a portfolio and external review are not required for this review.
- G. Exceptions in the 3-year interval are noted below:
 - The schedule for the PPR changes from the 3-year interval to annual as follows:
 - At the request of either the faculty member or the AC administrator. Should either party disagree that a change is needed, the dean will make a determination.
 - When a PPR results in a rating of *ineffective performance* in any of the three subcomponents--teaching, scholarship, or service.
 - A new 3-year periodic review cycle begins in the following situations:
 - Faculty member is promoted.
 - Successful completion of a professional development plan with an improved periodic review rating in any area of concern.
 - Mutual agreement of a faculty member and his/her AC administrator.

In non-evaluation years, AC administrators are encouraged to meet with each faculty member at least annually to facilitate ongoing communication about performance expectations. Any actions to be taken by the faculty member or academic unit should be documented.

TABLE 1: Order of Review

Type of Faculty	Year of Employment	Order of Review
Tenure-track	1,2,4,5	<ul style="list-style-type: none"> • AC Administrator • Dean

		<p>Either the faculty or AC administrator may request review by the AC PRC with the following order of review:</p> <ul style="list-style-type: none"> • AC PRC • AC Administrator • Dean
	3, 6	<ul style="list-style-type: none"> • AC PRC • AC Administrator • Dean
Tenured	After Year 6	<ul style="list-style-type: none"> • AC PRC • AC Administrator • Dean
Non-tenure-track (Clinical or Lecturer)	1,2,4,5	<ul style="list-style-type: none"> • AC Administrator • Dean <p>Either the faculty or AC administrator may request review by the AC PRC, in which case the order of review will be:</p> <ul style="list-style-type: none"> • AC PRC • AC Administrator • Dean
	3, 6, After Year 6	<ul style="list-style-type: none"> • AC PRC • AC Administrator • Dean
* Order of review will change for Year 6 if faculty apply for promotion and/or tenure (See 3.g above for exception)		

4. Faculty members submit their Periodic Performance Review materials through the TWU Online Faculty Performance Review System to the first level of review by the date listed on the *Faculty Performance Review Calendar*. The system can be accessed through Pioneer Portal or the link on the website for the Executive Vice Provost www.twu.edu/academic-affairs/faculty-performance-review.
5. The review includes the following materials that present accomplishments during the evaluation period:
 - A. Appointment letter from Provost. For faculty in their first 6 years of employment, if prior full-time university experience was credited toward the probationary period at TWU, upload a copy of the letter provided at the time of initial appointment to TWU. Copies can be obtained, if needed, from Academic Financial Services.

- B. Self-evaluation of teaching, scholarship, and service. Each area; teaching, scholarship, and service, is addressed individually. The faculty member is to limit the self-evaluation to a total of 6 pages, not including attachments, appendices, etc. Each section (teaching, scholarship, and service) should be approximately 2 pages. Brevity and clarity are preferred. The documents should have the following characteristics: 1" margins on all sides; double spaced; Arial, Times New Roman, or Verdana font of 11 point or larger; and Arabic page numbers in the top right corner.
 - C. Teaching observations must be included as an attachment to the self-evaluation beginning in 2018-19. These are not required for evaluations in 2017-18. It is the responsibility of the faculty member to ensure that the teaching observations are completed prior to the submission deadline. It is recommended that observations be planned and completed well in advance.
 - D. In the instance where a tenure-track faculty, lecturer, or clinical faculty is assigned by the AC administrator to a position that places a heavier emphasis on teaching, research or administration, then a written description of the assignment provided to the faculty by the AC administrator must be included as an attachment to the self-assessment.
 - E. Updated Curriculum Vitae in the required university format.
 - F. For ease of the review, when preparing your materials, consider consolidating documents as appropriate rather than using multiple documents. For instance, merging five letters of thanks for service into one document is preferable to providing five separate documents. The system will allow you to upload no more than 10 documents at one time. Should you need to upload more than 10 documents, you can load more documents 10 at a time.
 - G. Please provide clear "file descriptions" at the prompt.
6. Supporting documentation of accomplishments in the areas of teaching, scholarship, and service is uploaded.
- A. The quantitative data from student course evaluations is automatically populated. The faculty member may elect to include the qualitative data with the understanding that, if they do so, all qualitative data are included.
 - B. If the faculty member's supporting documentation includes large files exceeding 25 MB, it is recommended the supporting documentation files be made available in the TWU Open Access Repository (Repository@TWU). For assistance, faculty may contact the TWU Scholarly Communications Librarian. The faculty member has the option to remove the supporting documentation files once the review has been completed or leave them in the university's open access repository. Faculty may also choose to make their materials available on an external storage device (e.g., USB drive) or an external storage site (e.g., Google Drive). When the external storage site option is used, a link must be provided.
 - C. Once the required documents and fields have been completed, the faculty member has the option to have the materials reviewed by the AC administrator prior to

formal submission by selecting “Send to Administrator for Review;” or she/he may elect to submit it without review by selecting “Final Submit.” The Administrator should provide constructive feedback to the faculty member, either in writing or in person, promptly. This feedback must be provided outside the Performance Review system (for example, in person or via email). When the faculty member is ready to submit the materials for final review, they can go back to “Create My Review”, go to “final submission” and click “Submit”.

- D. Once submitted, the review is closed, and no new materials may be added except as noted in #9 below. If the review is accidentally submitted before it has been completed, a request to have it rolled back must be submitted to the Academic Affairs Administrator in the Office of the Provost (FPRAdmin@TWU.edu).
7. The materials are reviewed in the order indicated in Table 1. Each level of review includes evaluation of the materials. For each domain of performance (teaching, scholarship, service, and overall) the reviewer provides a comprehensive written review and rating of:
- *Exceptional Performance*
 - *Effective Performance*
 - *Performance Needs Improvement, or*
 - *Ineffective Performance*

The overall rating is a subjective decision supported by the preponderance of documentation provided in the faculty-prepared materials in the domains of teaching, scholarship, and service. For departments that have an additional level of review between the PRC and the Dean (e.g., Director and Associate Director) the additional reviewer may provide a comprehensive written review submitted to the AC Administrator. The review should be in PDF format so that the AC administrator may attach the document to the review. All levels of review must be concluded by the deadline date listed on the *Faculty Performance Review Calendar*.

8. The dean submits recommendations and the periodic performance review documents to Academic Financial Services in the Office of the Provost and Vice President for Academic Affairs by the deadline date listed on the *Faculty Performance Review Calendar* (FPRAcadFinSvc@twu.edu).
9. Faculty members may respond to the recommendations from the PRC, the AC administrator, and the dean in writing; and the response(s) must be attached to the periodic performance review materials that are submitted to the Provost and Vice President for Academic Affairs. Any faculty grievances associated with periodic performance review follow the approved university grievance policies and procedures.