



# TEXAS WOMAN'S UNIVERSITY™

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

### FACULTY POST-TENURE REVIEW

1. This procedure refers to University Regulation III.01.02.d, *Post-tenure Review*.
2. Tenured faculty and administrators complete a post-tenure review every three years after tenure is earned. The review conducted every third year will address the previous three academic years of performance. Preparation of a portfolio and external review are not required for this review. In 2017-18, reviews will cover all years since tenure, promotion, or post-tenure review, whichever has been most recent.
3. Exceptions in the 3-year interval are noted below:

The schedule for the PPR will be changed 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.

4. In the designated year, the faculty member will submit the Post-Tenure Review materials through the TWU Online Faculty Performance Review System ([www.twu.edu/academic-affairs/faculty-performance-review](http://www.twu.edu/academic-affairs/faculty-performance-review)) to the peer review committee by the date posted on the *Faculty Performance Review Calendar*. This

calendar is posted on the Provost and Vice President for Academic Affairs (VPAA) website (<https://twu.edu/academicaffairs/faculty-performance-review/>).

5. The review will include the following materials that present accomplishments during the evaluation period:
  - a. Appointment letter from Provost. 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 will be 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 (<https://twu-ir.tdl.org/twu-ir/>). For assistance, faculty may contact the TWU Scholarly Communications Librarian (<http://libguides.twu.edu/repository>). 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 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](mailto:FPRAdmin@TWU.edu)).
7. The materials will be reviewed by the AC PRC, AC administrator, and AC dean, and then the Office of the Provost and Vice President for Academic Affairs. Each level of review will include evaluation of all materials. For each domain of performance (teaching, scholarship and service) and overall, the reviewer will indicate a 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 his or her review. All levels of review should be concluded by the deadline date listed on the *Faculty Performance Review Calendar*.

8. The Office of the Provost and Vice President for Academic Affairs will submit recommendations and the post-tenure review documents to Academic Financial Services by the date listed on the *Faculty Performance Review Calendar*.
9. Faculty members will be given an opportunity to respond to the recommendations from the PRC, the AC administrator, and the dean in writing; and the response(s) must be attached to the post-tenure review materials that are submitted to the Office of the Provost and Vice President for Academic Affairs. Any faculty grievances associated with post-tenure review will follow the approved university faculty review procedures.