



Integrity 🌐 Leadership 🌐 Tradition 🌐 Civility 🌐 Excellence 🌐 Service

COLLEGE OF BUSINESS ADMINISTRATION

POST TENURE REVIEW EXPECTATION AND PROCESS

The purpose of post tenure review is “to gauge the productivity of the individual and should be designed to encourage a high level of sustained performance”¹. This process is “directed toward the professional development of the faculty member”².

In accordance with section 2.3 of SAP 12.99.99.T0.01 Performance Development and Evaluation of Faculty³.

Tenured faculty members will have an in-depth post tenure evaluation by the department head every five years.

A recent review for promotion application will satisfy the post tenure review.

EXPECTATIONS

The department head’s review will focus on the areas of **Teaching, Scholarship, and Service** supporting the University and College Missions. On an annual basis, during the Faculty Performance Review, the department head and faculty member will outline specific expectations of the faculty member based on typical criteria and factors such as those listed below. Teaching and Service criteria and factors are adapted from System Policy 12.06 Post-Tenure Review of Faculty and Teaching Effectiveness.

Teaching: one or more of the following criteria and factors

- Course content, complexity, level of expertise.
- Performance of students in subsequent courses.
- Content, quality and faculty use of the syllabus.
- Student evaluations of the instructor.

Committee/Task Force Members:		Recent Notes:	
<ul style="list-style-type: none">• Dr. Dennis Jones: Chair• Dr. David Deviney• Dr. Sundarrajan Sankar• Dr. Chris Shao• Dr Joseph H. Schuessler		2019-11-22: Updated policy previously approved 2015-10-02	
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- Teaching innovations.
- Direction of theses.
- Peer evaluations: depending upon the delivery modes of the teaching assignments, the faculty member and department head will identify
 - a faculty member to conduct a peer evaluation of at least one online course using the process developed by the Center for Instructional Innovation, and/or
 - a faculty member to conduct a peer evaluation of at least one face-to-face course using the process outlined at the end of this document.

Scholarship: one or more of the following criteria and factors

- Evidence of being a Participating faculty member as outlined by the most current version of the College of Business Administration *Faculty Sufficiency & Qualifications* document.
- Evidence of meeting or exceeding the maintenance expectations for Scholarly Academic (SA) or Practice Academic (PA) as outlined by the most current version of the College of Business Administration *Faculty Sufficiency & Qualifications* document.

Service: one or more of the following criteria and factors

- Service to the University
 - Student Advising, Counseling, and Other Student Services
 - Responsibilities for undergraduate and graduate student advising.
 - Reputation regarding advising and contributions to student development.
 - Participation in student organizations and other activities.
 - Accessibility to students.
 - Committee and Administrative Service to University
 - Nature and importance of committee involvement.
 - Ideas and original contributions to university community.
 - Offices held and other evidence of leadership.
- Service to Profession, Community, State or Nation
 - Involvement in professional societies including leadership positions.
 - Governmental committee or commission appointments.
 - Academic and professional consulting activities.
 - Contributions to community programs and activities.
 - Speeches and other presentations utilizing expertise.
 - Awards, honors and other recognitions.

PROCESS

1. The faculty member and department head will follow the post-tenure review process as outlined in section 4 of SAP 12.99.99.T0.01 Performance Development and Evaluation of Faculty.

2. If the faculty member disagrees with the department head's Post-Tenure Review evaluation, then the faculty member should follow the procedures outlined in SAP 32.01.01.T0.01 Complaint and Appeal Procedures for Faculty Members.

PEER EVALUATION OF FACE-TO-FACE COURSE

1. The peer reviewer will review the following documents for the selected course:
 - a. Syllabus
 - b. Assessments (e.g., Exams, Assignments, Projects)
2. The peer reviewer will attend one of the faculty member's courses and will use the current version of the College of Business Administration Peer Review Classroom Observation Instrument to assess the faculty member's instruction.
3. The peer reviewer will submit a summary report to the faculty member and the department head.
4. The peer reviewer will meet with the faculty member to discuss the summary report.
5. The faculty member will respond to the Department Head with any actions planned as a result of the peer review. If the faculty member takes exception to any of the peer reviewers' comments, the exception should be noted in the faculty member's response to the evaluation. A record of the review and response will be kept in the faculty member's personnel file maintained by the Department Head.

PEER EVALUATION OF ONLINE COURSE

1. The peer reviewer will review the following documents for the selected course:
 - a. Syllabus
 - b. Assessments (e.g., Exams, Assignments, Projects)
2. The peer reviewer will have access to the faculty member's course shells to assess the faculty member's instruction.
3. The peer reviewer will submit a summary report to the faculty member and the department head.
4. The peer reviewer will meet with the faculty member to discuss the summary report.
5. The faculty member will respond to the Department Head with any actions planned as a result of the peer review. If the faculty member takes exception to any of the peer reviewers' comments, the exception should be noted in the faculty member's response to the evaluation. A record of the review and response will be kept in the faculty member's personnel file maintained by the Department Head.

NEXT SCHEDULED REVIEW

Next scheduled review of this document will be five years after the implementation date of September 1, 2020.

¹ System Policy 12.06 Post-Tenure Review of Faculty and Teaching Effectiveness - <http://policies.tamus.edu/12-06.pdf>)

² Tex. Educ. Code § 51.942 - <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.942>)

³ http://www.tarleton.edu/policy/documents/12_99_99_T0_01.pdf