SUBJECT: Peer review of tenured faculty

PURPOSE: The purpose of this procedure is to establish uniform guidelines for peer review of tenured faculty.

REVIEW: This procedure will be reviewed by February 1 of every even-numbered year (ENY) by the Dean in collaboration with the Faculty Affairs Committee, with revisions approved by faculty and forwarded to the Council of Deans for review prior to final approval by the President.

PROCEDURES.

1. Background.

   In order to foster development of faculty expertise and achievements, improve communication and teamwork, stimulate self-evaluation, and enhance quality improvement, it is important to have yearly reviews of all faculty, promotion and tenure reviews, and post tenure/promotion reviews.

2. Procedure.

   All faculty will undergo yearly reviews by their Department Chair. Tenured faculty will be reviewed by the Faculty Affairs Committee during the faculty member's sixth year after:
   a. promotion to tenured status, or
   b. prior post-tenure review by the Committee

   Faculty will be notified 6 months prior to their review. All reviews will be completed by the end of the faculty member's sixth year (September 1, XXXX).

3. Peer review.

   The purpose of periodic reviews is to provide evaluation of faculty development. This is not to be construed as threatening tenure as a concept and practice but rather to support an appropriate balance of emphasis on teaching, research, service, clinical practice, and other faculty duties.
   a. This evaluation will be in addition to the annual faculty evaluation. Nothing in this document shall be interpreted to infringe on the tenure system, academic freedom, due process, or other protected rights, nor to establish a new term-tenure system or require faculty to reestablish credentials for tenure. Comprehensive evaluations under this policy do not preclude other evaluations of faculty and appropriate actions as may be necessary or authorized under applicable policies.
   b. Faculty members will be notified by the Dean's office to submit copies of their annual reviews, a current Curriculum Vitae, student and peer teaching evaluations, and other relevant materials for review by the Faculty Affairs Committee.
   c. The Committee will review these materials thoroughly, and will develop an evaluation report. The evaluation report will determine that faculty members’ performance has been:
      i) Below expectations and in need of improvement.
      ii) At the level of expectation.
      iii) Above the level of expectation.
      iv) Significantly above the level of expectation.
Faculty members will be given the opportunity to respond in writing to the Committee’s report prior to final submission (see “d” below).

d. Faculty members may appear before the Committee. Faculty members or the Committee may request written review by outside peer(s) (outside the Committee or outside the institution), especially if the area of interest is not otherwise represented on the Committee or in the institution. The results of the review will be communicated in writing to faculty members, the Department Chairs, the Dean, and the President.

e. The Committee report will be due 9 months after the initial notification.

f. A final rating of below expectation will invoke consideration and implementation of a development program as described below.

4. Professional Development Procedures.

Follow-up development procedures will also be standardized, although specific activities designed to improve performance may vary according to the individuals involved. These Development procedures are as follows:

a. Faculty members whose evaluation is below expectations will be informed in writing of their deficiencies.

b. Written development plans will be developed in consultation with the respective department chair, the faculty member and the Faculty Affairs Committee.

c. For individuals whose performance indicates they would benefit from additional institutional support, evaluations may be used to provide such support. The professional development plan is a document indicating how specific deficiencies in faculty members' performance will be remedied. The plan will grow out of collaboration between the faculty member, the Faculty Affairs Committee, the Department Chair and the Dean, and should reflect the mutual goals of the faculty member, the Department, and the Jerry H. Hodge School of Pharmacy. The plan will be formulated with the assistance of, and in consultation with, the faculty member. It is the faculty member's obligation to assist in the development of a meaningful and effective plan and to make a good faith effort to implement the adopted plan.

d. Although each professional development plan is tailored to individual circumstances, the plan will (1) identify specific deficiencies to be addressed; (2) define specific outcomes necessary to remedy the deficiencies; (3) outline the activities to be undertaken to achieve the necessary outcome; (4) set time lines for accomplishing the activities and achieving intermediate and ultimate outcomes; (5) indicate the criteria for assessment in annual review of progress of the plan; and (6) identify institutional resources to be allocated in support of the plan.

e. The faculty member and the Department Chair will submit copies of the annual reports summarizing progress toward development objectives at the time of the next Committee review (6 years). The Dean and the Chair will provide a copy of the annual evaluation reports to the Committee at the time of the next review (6 years). Upon completion of the plan, the Department Chair will prepare a final report to the Dean (the faculty member would receive a copy) and the Faculty Affairs Committee.

At the next review (6 years) of the faculty member, the Committee will:

i) Determine that satisfactory progress has been made and no further action is necessary. The faculty member’s performance would thus be considered at the level of expectation, or higher, if applicable.
ii) Determine that because of extenuating circumstances, the development program should be extended. A specific time frame for completion should be specified.

iii) Determine that there has been unsatisfactory progress, and that the faculty member's evaluation continues to be below expectations.

5. **Actions Based on the Evaluation Report.**

a. The faculty member may challenge the findings of the Evaluation Report within the School's existing faculty grievance procedures.

b. The Evaluation Report may be used:

   i) To determine salary recommendations, award nominations, or consider other forms of recognition commensurate with exceptional performance.

   ii) To design a development plan.

   iii) To undertake appropriate disciplinary action if incompetence, neglect of duty, or other good cause is determined to be present.

   iv) To recommend termination in accordance with HSC OP 60.01, “Tenure and Promotion Policy,” and HSC OP 60.03, “Comprehensive Performance Evaluation of Tenured Faculty”. Consistent with statute, referral of the matter to Alternative Dispute Resolution Procedures is provided as described in Chapter 154, Civil Practice & Remedies Code, as amended or modified, or another type of dispute resolution if agreed to by both parties within a reasonable time period.