

Procedure 12.01.01.D0.01 Faculty Performance Evaluation



Approved August 3, 2026
Next Scheduled Review: August 3, 2031

Procedure Summary

This procedure is established to provide guidelines regarding the regular evaluation of faculty performance required in section 3.5 of System Policy *12.01 Academic Freedom, Responsibility and Tenure*.

Procedures and Responsibilities

The best interests of the entire university—administration, faculty, and students alike—demand that faculty receive detailed, written, constructive feedback on a regular and timely basis. If areas of deficiency are present, they should be noted in detail, and specific actions to remedy those deficiencies should be provided. Subsequent feedback should specifically address the appropriateness of the faculty member's response to these concerns and suggested remedial actions, plus any further concerns.

1. ANNUAL PERFORMANCE REVIEWS

- 1.1 Purpose of Faculty Annual Performance Reviews: The annual review constitutes part of the ongoing process of communication between the faculty member and the university in which both institutional and individual goals and programmatic directions are clarified, the contributions of the faculty member toward meeting those goals are evaluated, and the development of both the faculty member and the university is enhanced. In all cases, the annual review will serve as the primary written documentation for evaluation of job performance in the areas of assigned responsibility, and as the primary basis for merit salary increases not related to promotion in academic rank. Annual reviews should be conducted in an environment of openness and collegiality, with an emphasis on constructive development of the individual faculty member and the institution.
- 1.2 Process for Full-time Faculty Reviews: Annual performance reviews of both tenured/tenure-track faculty and professional-track faculty will be conducted using an annual performance review form approved by the provost.
 - 1.2.1 Faculty will submit the performance review form to their supervisor no later than February 1st (March 1st for department chairs and area supervisors). A faculty member's report on their activities must be focused on the previous calendar year and should include commentary on both the status of longer-term projects and the broader context in which their annual activities have occurred. The review must address the faculty member's teaching performance (and/or professional

responsibilities of professional-track faculty), scholarship and/or creative activity, and service.

- 1.2.2 If a faculty member elects not to participate in the evaluation process despite receiving communications from their supervisor regarding their responsibility to do so, the evaluation process will continue without input from the faculty member. The faculty member will be provided with a copy of this evaluation.
 - 1.2.3 A conference will be held between the faculty member's supervisor and the faculty member to discuss the written review and expectations for the coming year. Using the performance review form, the supervisor will provide their assessment of the faculty member's performance in each area of responsibility as well as an overall performance rating; this will be submitted to the dean no later than March 1st (for department chairs and area supervisors conference should be completed by April 1st).
 - 1.2.4 The faculty member's dean will review all submitted materials and provide a rating of the faculty member's overall performance. They will route the performance review form to the faculty member for comment no later than April 1st.
 - 1.2.5 Within one week of receiving the performance review form from their dean, the faculty member will indicate receipt of this review by signing the document and submitting it to the provost. With this acknowledgement, faculty will have the right to append a statement to the performance review form in response to the written comments of the supervisor and/or dean.
 - 1.2.6 The provost will review all faculty evaluations submitted to them, and copies of completed reviews will be distributed to the faculty, their supervisor, and their dean.
- 1.3 Criteria for Review: Annual reviews should proceed based on the established criteria and standards developed by each college that align with their criteria for tenure, promotion, and post-tenure review.
 - 1.3.1 For tenured or tenure-track faculty, the annual review must consider 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 activities. For non-tenured tenure-track faculty members, the review process will be used to identify the faculty member's progress toward tenure, and a clear assessment of this progress must be included in the reviewer's comments. If performance of a faculty member seeking tenure does not show progress toward meeting institutional expectations, action should be taken to not renew the appointment of the individual based on annual performance reviews prior to the final tenure review. For tenured faculty members, the review process will be used to identify the faculty member's progress toward promotion (if applicable) and towards meeting the standards of a comprehensive post-tenure review, and a clear assessment of this progress must be included in the reviewer's comments. For more information on categories of performance and standards for tenured/tenure-track faculty, see University Rule *12.01.01.D1 Institutional Rules for Implementing Tenure and Promotion*.
 - 1.3.2 For professional-track faculty, the annual review will proceed with reference to all of the specific areas of responsibility included in the initial letter of appointment (and any additional requirements made during previous annual reviews). This should include information about the relative weight/importance of each area of responsibility for the faculty member's position. This process should give relatively more emphasis to shorter-term performance goals that increase the potential for reappointment. For professional-track faculty members, the review process will be

used to identify the faculty member's progress toward promotion (if applicable), and some indication of this progress should be included in the reviewer's comments. For more information on categories of performance and standards for professional-track faculty, see University Rule *12.07.99.D1 Institutional Rules for Professional Track Faculty*.

- 1.4 An unsatisfactory rating (i.e., below "meets expectations") in any one area (e.g. teaching effectiveness, professional responsibility, research, creative endeavors, or service) will require the implementation of a written short-term development plan for the faculty member, including performance improvement benchmarks. This plan will be developed by the faculty member and their supervisor (in consultation with the dean), to bring the faculty member to satisfactory performance. In the subsequent annual review, the faculty supervisor must comment on the outcome of the short-term development plan. The process described in section 2 of University Rule *12.03.99.D1 Post-Tenure Review* provides a model for the development of short-term development plans and related procedures that can be used to guide this process for non-tenured all full-time faculty who receive an unsatisfactory rating in any one area of an annual review.
- 1.5 Evaluation of Adjunct/Part-time Faculty: The teaching effectiveness of each adjunct/part-time faculty member will be evaluated by their department chair during their first semester of employment and then minimally every year thereafter. At the discretion of the department chair, each evaluation may include a classroom observation of an in-person course and/or a review of an online course as part of their evaluation of the faculty member's teaching effectiveness.

2. FOURTH-YEAR REVIEW FOR TENURE-TRACK FACULTY

Because a tenure-track appointment represents a significant investment on the part of both the university and the faculty member, all tenure-track faculty members will be required to complete a formal fourth-year review to help them realize their fullest potential during their probationary period. This review will serve to more thoroughly document and assess the candidate's progress toward tenure and to provide more in-depth feedback to focus and prioritize the faculty member's efforts in each of the three primary evaluation categories for the remainder of their probationary period. The substance and process of the fourth-year review is given in University Standard Administrative Procedure *12.02.99.D0.02 Fourth Year Review for Tenure-Track Faculty*.

3. POST-TENURE REVIEW

Post-tenure review at A&M-Central Texas applies to tenured faculty members and is comprised of annual performance reviews by the department chair (as described in section 1) as well as a comprehensive review by a committee of peers that occurs not less frequently than once every six years. Post-tenure review is intended to promote continued academic professional development and to enable a faculty member who has fallen below performance norms to pursue a peer-coordinated professional development plan and return to expected levels of productivity. System Policy *12.06 Post-Tenure Review of Faculty and Teaching Effectiveness* and University Standard Administrative Procedure *12.06.99.D0.01 Post-Tenure Review* both provide supplemental guidelines for post-tenure review.

4. RESOLUTION OF PROBLEMS OF PROFESSIONALISM IN TENURED OR NONTENURED FACULTY

4.1 Definition and Eligibility: Under certain conditions, a faculty member's supervisor may initiate a remediation process to address perceived professional deficiencies in that faculty member. For purposes of this section, and notwithstanding the processes of faculty performance review and/or remediation described elsewhere in university and system guidelines, a professional deficiency may exist when a department chair or other immediate supervisor has reason to believe:

- (a) that a faculty member, whether tenure-track or professional-track, is currently performing at levels below professional standards (e.g., exhibiting professional incompetence, continual or repeated substantial neglect of professional responsibilities, moral turpitude, etc.),
- (b) that these deficiencies do not constitute grounds for the immediate initiation of dismissal proceedings found in section 1 of University Standard Administrative Procedure *12.01.99.D0.01 Dismissal for Cause*, and
- (c) that these deficiencies are remediable in the near-term by the faculty member without the aid of additional university resources beyond what is available to the other faculty.

4.2 Process: If a supervisor determines that a professional deficiency is being exhibited by the faculty member in question, the supervisor will communicate these concerns to the faculty member in a timely manner and in good faith. The supervisor and faculty members will immediately discuss how to correct the issue(s) and develop a written plan for resolution. This document will enumerate the specific deficiencies being addressed by the plan, the specific measures by which progress toward correcting the deficiencies will be measured, and the specific timeline during which this progress will be tracked. This document will be signed and dated by both the faculty member and the supervisor, and the faculty member will be given a copy.

4.3 Resolution: If the faculty's supervisor determines this written plan resulted in a successful resolution (as defined in the plan) to the stated deficiencies (as defined in the plan), this document should not be included in the faculty member's permanent personnel file, and the matter should be considered closed. This process may be repeated at the supervisor's discretion. Note: The exclusion of a resolution plan document from a faculty member's personnel file does not preclude an appropriate and comprehensive evaluation of the faculty member's performance in any category of faculty performance addressed by the plan document, such as would be done in an annual performance review.

- 4.3.1 If, however, the remediation provisions in section 4.2 do not resolve the problem(s), and the supervisor believes that a pattern of professional deficiency constitutes good cause for dismissal may exist, they may initiate the process for dismissal set forth in University Standard Administrative Procedure *12.01.99.D0.01 Dismissal for Cause*.

5. ADMINISTRATIVE LEAVE

Faculty members may be placed on administrative leave with pay by the faculty member's dean, with the concurrence of the provost pending an investigation into matters pertaining to the faculty member's job performance, including but not limited to, fiscal matters and improper

conduct in teaching, research, or service, or an allegation of misconduct pursuant to System Regulation 08.01.01, Civil Rights Compliance. Notification will be given in writing and will include the reasons for placing the faculty member on administrative leave with pay and the terms of the leave. A faculty member placed on administrative leave with pay may appeal the decision in writing to the provost. The provost will forward the appeal to the appropriate Committee. The investigation process is not stayed by an appeal. The appeal should be completed within five business days of receipt of the appeal. This provision is distinct from suspension during the pendency of termination proceedings. Placing a faculty member on administrative leave with pay is justified in aiding an investigation.

Related Statutes, Policies, or Requirements

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

System Regulation [12.01.01, Institutional Rules for Implementing Tenure](#)

University Rule [12.01.01.D1 Institutional Rules for Implementing Tenure and Promotion](#)

University Procedure *12.01.99.D0.01 Dismissal for Cause*

University Rule [12.06.99.D1 Post-Tenure Review](#)

University Rule 12.07.99.D1 *Institutional Rules for Professional Track Faculty*

University Procedure [12.02.99.D0.02 Fourth Year Review for Tenure-Track Faculty](#)

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