

The following rules are taken from the Provost's Handbook of Operating Procedures.

<http://admin.utep.edu/Default.aspx?tabid=30381>

MAZ highlighted certain sections.

4.4.8 Evaluation of Tenured Faculty Members (Updated January 15, 2015)

In accordance with The University of Texas Board of Regents' Rules and Regulations, Rule 31102, the following is University policy for evaluation of tenured faculty members.

4.4.8.1 Scheduled Evaluations

4.4.8.1.1 Each tenured faculty member will be subject to an annual evaluation. This evaluation may be conducted in connection with the determination of merit raises, in accordance with the procedures set forth in 4.5 Evaluation of Faculty for Merit Salary Increase.

4.4.8.2 Comprehensive Periodic Evaluation

4.4.8.2.1 Scheduled Reviews. Tenured faculty members will undergo a comprehensive periodic evaluation no less than every six (6) years. This evaluation may be combined with the sixth annual review of the faculty member. The evaluation may not be waived for any tenured faculty member but may be deferred when the review period coincides with approved leave, comprehensive review for tenure, promotion, or appointment to an endowed position. No deferral of the comprehensive periodic evaluation of an active faculty member may extend beyond one year from the scheduled review. Notwithstanding the schedule for comprehensive periodic evaluation, a faculty member who has an unsatisfactory annual evaluation may be subject to further review and/or appropriate administrative action.

4.4.8.2.2 Review Categories. Each faculty member being reviewed will be placed in one of the following categories: a. exceeds expectations; b. meets expectations (satisfactory); c. does not meet expectations; or d. unsatisfactory.

4.4.8.2.3 Responsibilities Reviewed. The evaluation will be based on the faculty member's professional responsibilities in teaching, scholarship, research, creative activities, service, and administration with consideration to the time devoted to each.

4.4.8.2.4 Notice of Evaluation. Reasonable individual notice of at least six months of intent to conduct a comprehensive periodic evaluation will be provided by the Department Chair (or equivalent administrator in non-departmental academic units). The evaluation will normally occur at the time of the annual review process.

4.4.8.2.5 Material Submitted. At the time of notification of the evaluation, the Department Chair will give the faculty member a copy of previous annual merit reports for the review period. The faculty member being evaluated will submit a résumé, including a summary statement of professional accomplishments, previous annual reports for the evaluation period, and teaching

evaluations. The faculty member may provide a statement of professional goals, a proposed professional development plan, and any other additional materials the faculty member deems appropriate.

4.4.8.2.6 Departmental Tenured Faculty Review Committee. The comprehensive periodic evaluation will be carried out at the level of the faculty member's department (or equivalent unit) by a committee of tenured faculty, elected by the voting members of the departmental faculty. The Chair of the Departmental Tenured Faculty Review Committee will be elected by the committee members.

4.4.8.2.7 Review of Evaluation. Evaluation will include review of the current résumé, evaluations of teaching for the review period (including student evaluations and other supporting evidence provided by the faculty member), annual reports for the review period, and all materials submitted by the faculty member. Upon the request of a faculty member under review, that individual will be provided with the opportunity to meet with the review committee.

4.4.8.2.8 Communication of Tenured Faculty Review Committee Results. The committee chair will communicate the committee's evaluation results in writing to the faculty member and to the Department Chair. The Department Chair will provide the evaluation results to the Dean for review and appropriate action. In addition, the evaluation results will be reported by the Dean to the Provost, who will provide the results to the President. If the comprehensive periodic evaluation result is satisfactory, no further action will be taken.

4.4.8.2.9 Tenured Faculty Peer Review Committee. If the faculty member, the department chair (or equivalent) requests, or if and when the Dean determines the comprehensive periodic evaluation is unsatisfactory and that more intensive review of a faculty member is needed, then the Dean, in consultation with the tenured faculty in his or her college, will appoint an Individual-Tenured Faculty Peer Review Committee. The peer review committee members will be representative of the college or school and will be appointed on the basis of their objectivity and academic strength. In all colleges or schools, committees appointed to perform a more intensive review will be comprised only of faculty of the same or higher rank as the faculty member being reviewed. Each committee will elect its chair. The committee may request additional relevant information from the faculty member under review including reviews external to the University from scholars in the discipline. The faculty member under review may also submit additional materials. Upon the request of the faculty member under review, that individual will be provided an opportunity to meet with the peer review committee. The peer review committee will report its findings within six months of its constitution.

4.4.8.2.10 Communication of Tenured Faculty Peer Review Committee Results. Peer review evaluation results will be communicated in writing to the faculty member and to the Department Chair, the Dean, the Provost, and the President for review and appropriate action.

4.4.8.2.10.1 In cases where the faculty member's performance is found satisfactory by the peer review committee, no further action is required. In this case, the peer review evaluation may be used to determine salary recommendations, nomination for awards, or other forms of performance recognition.

4.4.8.2.10.2 For individuals whose performance indicates they would benefit from additional institutional support, the evaluation may be used to provide such support, the evaluation may be used to provide such (e.g., teaching effectiveness assistance, counseling, or mentoring in research issues/service expectations).

4.4.8.2.10.3 For individuals found to be performing unsatisfactorily, review to determine if good cause exists for termination under the Board of Regents' Rules and Regulations may be considered. All proceedings for termination of tenured faculty on the basis of periodic performance evaluation shall be only for incompetency, neglect of duty, or other good cause shown and must be conducted in accordance with the due process procedures of the Regents' Rules and Regulations Rule 31008, including an opportunity for referral of the matter to alternative dispute resolution. Such proceedings must also include a list of specific charges by the President and an opportunity for a hearing before a faculty tribunal. In all such cases, the burden of proof shall be on the institution, and the rights of a faculty member to due process and academic freedom shall be protected.

4.4.8.3 Nothing in this institutional evaluation policy, or its interpretation, will be interpreted or applied to infringe on the tenure system, academic freedom, due process, or other protected rights nor to establish new term-tenure systems or to require faculty members to re-establish their credentials for tenure.