



Operating Policy and Procedure

SOM OP: 20.23, **SOM Comprehensive Performance Evaluation of Tenured Faculty**

PURPOSE: The purpose of this School of Medicine (SOM) policy is to establish procedures and provide guidance for the evaluation of tenured faculty during Post Tenure Review.

REVIEW: This SOM Policy and Procedure will be reviewed within each even-numbered fiscal year by the Post Tenure Peer Review Committee and the Faculty Council Executive Committee. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. **General.** This policy is intended to provide procedures for comprehensive evaluation of tenured faculty. The purpose of comprehensive evaluation of faculty is to provide guidance for continuing and meaningful faculty professional development; to enhance professional skills and achieve professional goals; to demonstrate academic and professional efforts; to ascertain that faculty members are meeting their responsibilities to TTUHSC and the State of Texas; and to comply with [Texas Education Code, §51.942](#), as amended or modified, and policies of the fBoard.

th year, if needed.

- c. The clock will restart for all tenured faculty members receiving a promotion or appointment to an endowed position.**
- d. The clock will be adjusted by one year increments for faculty having had an approved absence (one year for each year or fraction of a year greater than six months)**
- e. Tenured faculty who go on less than a fulltime appointment no longer hold their tenure and will not be subject to review (Fulltime 75%).**

3. Materials Submitted by Faculty Member.

Personal Statement with highlights/explanations (two type-written pages maximum; templates available upon request)

- 1) Should include an estimate of percentage of time devoted to the four categories of Teaching, Scholarship, Clinical Service and Academically-Related Public Service activities (assigned percentages should add up to 100%). Description and number of hours spent in these areas is optional. Departmental assignments such as directing courses, clerkships, residency programs, graduate programs, departmental research, etc. and service on institutional committees should be considered part of one of these categories and assigned appropriately.
- 2) Persons with official part-time administrative positions named by the Dean (assistant, associate and regional deans) should also provide an estimate of percentage time devoted to these administrative duties and time devoted to faculty duties. Letters from the appropriate

3)

- b. For those undergoing Professional Development, records will be maintained until that process hasTw 0 -1.1T0 Td(-1.1T(026 0 Tdpne)-12.3 en (s)-& t)-13.1 (i)3.1 (s)-8tocorilecmeld.e