

TEXAS SOUTHERN UNIVERSITY

Post-Tenure Review Guidelines

Spring 2023



January 2023

Post-Tenure Review Timeline

Spring 2023

There are two possible phases to the Post-Tenure Review (PTR), one mandatory and the other conditional on the outcome of the first phase.

Phase I:

- **January 27, 2023:**
 - Deans should submit to Provost's Office:
 - A list of all faculty members who are required to go under PTR this year according to the schedule provided below.
 - A list of members of the Post-Tenure Committees for each Academic Unit.
 - The Guidelines (mandated by 2014 FM section 4.10) for Post-Tenure review for their Academic Units.
- **February 10, 2023:** Each candidate shall submit documentation to support their review for Post-Tenure to his/her Academic Unit's Post-Tenure Review Committee.
- **February 20, 2023:** Each Academic Unit's PTR Committee shall render its recommendation and notify the candidate and the Department Chair in writing.
- **February 27, 2023:** The Department Chair will review and submit the recommendation to the Office of the Dean of the Academic Unit for his/her further processing.
- **March 10, 2023:** The Dean will review and prepare their recommendation and notify the faculty and copy the department chair. The Dean will submit the recommendation to the Provost accompanied with the recommendations of PTR Committee, the Chair's recommendation, and all supporting documents.
 - For "Satisfactory" overall evaluation:
 - The Provost will acknowledge the receipt of Phase I recommendations.
 - For Marginal or Unsatisfactory overall evaluation:
 - The Dean will start the process for Phase II of the Post-Tenure Review according to the procedures outlined in Section 4.10 of the 2014 Faculty Manual.

Phase II:

- **March 10, 2023:** The Dean will:
 - Notify the faculty and request a review Dossier.
 - Send the Provost the names of the review committee members.
- **April 10, 2023:** The faculty member submits the review dossier to the Department Chair.
- **April 15, 2023:** The Department Chair reviews the dossier and notifies the faculty with any additional material that is added to the dossier.

- **April 19, 2023:** If needed, the faculty member responds to the Chair's addition to the dossier.
- **April 20, 2023:** The Chair sends the dossier to the Review Committee.
- **April 27, 2023:** The Review Committee sends the Review Outcome Report with the Professional Developmental Plan to the Dean.
- **April 30, 2023:** The Dean forwards the Review Committee findings to the Provost.
- **May 10, 2023:** The Provost notifies the faculty with the final recommendation and copies the Dean and the Department Chair.

Post-Tenure Review

Post-tenure review of all tenured faculty members is required by state law and members are required by state law to undergo a post-tenure review every five years.

Purpose:

- Identify and officially acknowledge substantial or chronic deficits in performance;
- Determine what, if any, additional elements are necessary to develop a specific professional development plan by which to remedy those deficiencies.

Purpose:

- All tenured faculty members will undergo a post-tenure review every five years. Post-tenure review is linked to the Annual Performance Review. All faculty members are required to participate in the annual performance review process.
- All tenured faculty members receiving two or more annual performance review ratings of unsatisfactory during the five-year period will be reviewed under post-tenure review process outlined in 2014 Faculty Manual (Section 4.10).

Schedule:

- Starting Spring 2021, the Post-Tenure Review schedule is:
 - **Spring 2021:**
 - Faculty Members Tenured between 1993-1999
 - Faculty Members Tenured between 1986-1992
 - **Spring 2022:**
 - Faculty Members Tenured between 2000-2006
 - Faculty Members Tenured between 1979-1985
 - **Spring 2023:**
 - Faculty Members Tenured between 2007-2013
 - Faculty Members Tenured between 1972-1978
 - **Spring 2024:**
 - Faculty Members Tenured between 2014-2019
 - Faculty Members Tenured between 1965-1971

REVIEW PROCESS

Post-Tenure Review Process at Every Level of Review (2014 *Faculty Manual*: Section 4.10, p. 36)

Academic Unit's Post-Tenure Review (PTR) Committee is responsible for reviewing all files (including letters of appointment) of persons subject to PTR that were submitted to it, and writing a detailed report assessing the faculty's scholarly/creative activities, teaching, and service. Using the PTR report, the Committee will write a letter of justification of its (positive or negative) recommendations. The PTR Committee's report should include the names (as well as ranks) of the committee members who participated in the review process, as well as the actual vote tally (pros and cons) of members present during a secret ballot. The PTR Committee will notify the candidate of the recommendation in writing with a copy to the Department Chair. The Department Chair shall submit the recommendation of the PTR Committee to the Dean for submission to the Provost's Office following the steps for Post-Tenure Review below:

Phase I:

- Step 1) The faculty member to be reviewed shall prepare and submit a detailed review dossier and submit to a Committee of Peers.
- Step 2) Each academic unit shall select tenured faculty members from the faculty member's discipline (three to five tenured faculty).
- Step 3) The established Committee of Peers in Step 2 shall review the documentation and make a recommendation to the Chair of the Department based on the record of the faculty member's accomplishments in the following areas:
 - Teaching effectiveness
 - Research, scholarship, and creative activities
 - Student advising, and counseling
 - Committee assignments and administrative service
 - Service to profession, community, state, and/or nation
 - Professional growth
 - Etc.
- Step 4) The Chair shall make a separate and independent recommendation in each case and forward the recommendation, together with the Committee's recommendation to the Dean of the college/school.
- Step 5) The Dean shall make a separate and independent recommendation in each case and forward all recommendations (Dean's, Committee's, and Chair's) to Provost.
 - For "No Deficiencies" or "Unsubstantial Deficiencies":
 - The Provost will acknowledge the receipt of Phase I recommendations.
 - For Substantial Deficiencies:
 - The Dean will start the process for Phase II of the Post-Tenure Review according to the procedures outlined in Section 4.10 of the 2014 Faculty Manual.

Phase II:

Step 1) The Dean notifies the faculty member to be reviewed and requests a review Dossier. The Department Chair will be copied as well.

Step 2) The Dean appoints a three-member ad-hoc review committee in consultation with the Department Chair and the faculty member to be reviewed.

The Dean sends the names of the review committee to the Provost.

Step 3) Within one month of notification, the faculty member to be reviewed will prepare a review dossier. The dossier will contain, at minimum, the following items: current vitae, a teaching portfolio, and statement on current research, scholarship/creative work. The faculty member submits the dossier to the Department Chair.

Step 4) The Department Chair will review the dossier and will add to it any further materials he or she deems necessary or relevant. The additional materials shall be sent directly to the faculty member to be reviewed.

The faculty member has the right to respond in writing to the information added by the department chair. In addition, the faculty member may add relevant materials at any time during the review process.

Step 5) The Department Chair sends the dossier to the Review Committee. After reviewing it, the committee prepares the Review Outcome Report (ROR) which will include one of three possible findings:

- No deficiencies identified;
- Some deficiencies identified, but are found to be unsubstantial; or
- Substantial deficiencies.

Step 6) Upon a finding of substantial deficiency, the faculty member, review committee and department chair shall work together to develop a professional development plan as described in Section 4.10 of the 2014 Faculty Manual.

Step 7) The Dean forwards the Review Outcome Report (ROR) with all the supporting documents, including the Professional Development Plan, to the Provost.

Step 8) The Provost notifies the faculty member with the final recommendation.

ORGANIZING THE PORTFOLIO

Individual faculty members subject to Post-Tenure Review will have a dossier created and stored in a Flash Drive. The dossier should include subfolders to correspond to “Organizing the Portfolio” as outlined herein. Materials should be uniformly submitted on scanned 8 ½” x 11” paper, 12-point font, Times New Roman, and assembled in the order specified below. The dossier should include selected scanned copies of materials that best document the faculty member’s achievements in teaching and scholarly/creative activities. For service, faculty should include: Committee assignments and administrative service; Service to profession, community, state, and/or nation; and other accomplishments. The dossier should not include extraneous materials such as conference badges or ribbons, transcripts, etc.

I. Portfolio Checklist

The Portfolio Checklist is to be completed by the candidate, but it is the responsibility of the Chairperson and Dean to verify the accuracy of the forms. The forms must be signed by the candidate, Department Chair, and Dean, and be included in the dossier sent forward.

II. PTR Reports and Letters

The final dossier should include the following: The Academic Unit's PTR Report and letter(s) to the Department Chair as described under "Review Process"; the Chair's letter(s) to the Dean; letter(s) from the Dean to the Provost; appointment and/or promotion letter(s); and copies of Annual Performance Reviews of the faculty member under review.

III. Candidate's Statement

The candidate should include a brief statement of approximately three, double-spaced pages, which highlights his/her overall academic accomplishments in teaching, scholarly/creative activities, and service.

IV. Curriculum Vitae (Standardized Format for *Curriculum Vitae*) to include the following A-Z categories:

- A) Name
- B) College or School
- C) Department
- D) Date and Rank of First Appointment
- E) Secondary Appointment(s) (if any)
- F) Years Granted Toward Tenure at Time of Employment
- G) Current Rank
- H) Date of Current Rank
- I) Date of Attaining Tenure
- J) Years of Academic Service
- K) Whether or not degree is terminal (with explanation if degree is not a doctorate)
- L) Schools Attended: dates
- M) Degrees Earned: fields, dates
- N) Special Training Programs: fields, dates
- O) Professional Employment: appointment, institution, dates
- P) Consultantships and Professional Services: dates
- Q) Organizations: memberships and offices held, dates
- R) Fellowships and Honors: detail and dates
- S) Awards and Prizes: detail and dates
- T) Grants: dates, amounts, whether approved and/or funded, candidate's level of participation (Principal Investigator, Co-PI, etc.)
- U) Scholarships, scholarly/creative works:
 - (a) Publications and presentations with complete citations (MLA or Chicago Manual of Style, etc.): by category, most recent first*
 - (b) Books or Monographs*
 - (c) Articles*
 - (d) Reviews of candidate's scholarly/creative works
 - (e) Abstracts and Scholarly Papers*

- (f) Artistic Exhibits (group, invited, one-person) and Performances (directed, written, performed)*
- (g) Other achievements in the area of scholarship*
**Note: In cases of multiple authorships, the candidate's level of participation should be indicated.*
- V) Teaching (classroom, graduate, and professional):
 - (a) Load and level by year since coming to Texas Southern University
 - (b) Other contributions to the area of teaching
- W) Graduate contributions (Theses and Dissertations, including names of students, titles of projects, and dates)
- X) Service to the University, Profession, and the Community (activities and dates)

V. Evidence of Achievement in Scholarly/Creative Activities, Teaching, and Service

Note: For the following, create separate folders in the electronic dossier to designate teaching, scholarly/creative activities, and service. Insert scanned copies of supporting materials for teaching and scholarly/creative activities, and a written detail of service activities.

A. Teaching and Student Learning

Documentation in this section includes evidence of a commitment to teaching and learning, including the following:

1. Teaching, evaluation data, and any existing peer evaluation of teaching:
 The candidate's portfolio will include all teaching evaluations available since the appointment or last promotion, and these evaluations are to be sorted by semester and course.
2. Course Development and/or Revision:
 This section may contain sample course syllabi; pedagogy grant proposals; proposals for Internet teaching or distance learning; and brief descriptions of projects involving student research or creativity. Additionally, this section may also include evidence of program development, such as documentation of efforts regarding student recruitment, advising, retention, and efforts to foster interdisciplinary projects.
3. Evidence that Suggests Learning Beyond the Classroom:
 Candidates may submit evidence of students' success, including proof of helping students who have won awards or internships, and other evidence that the candidate contributed to student learning. Teaching excellence awards, evidence of internationalizing the curriculum, and recruiting, advising, and mentoring students should also be documented in this section.

B. Scholarly/Creative Activities

1. **Scholarly/Creative Work:** Selected scanned copies of completed/published works should appear in the following order: books, monographs, journal articles (refereed journals should be marked with an asterisk), refereed proceedings, book chapters, other papers, juried exhibits, shows, recitals, awards, etc. Within each of these sections, the citations should be listed in reverse chronological order (starting with the most recent). Articles should be cited using the discipline's style sheet (e.g., MLA or Chicago Manual of Style, etc.) and should include the exact title, number of pages, and the names of any co-authors in the order in which they appeared in print. Citations of creative presentations should be listed as they appear on public announcements. For exhibits, shows, recitals, etc., the information provided must

include the dates and nature of the event(s). Scanned copies of programs and reviews, if any, of each creative activity are also desirable. Works in-press as well as works accepted or under review are to be listed below (as a separate category).

2. Manuscripts (book-length or articles) Accepted for Publication: Include works in-press as well as works accepted for publication. Provide letters from publisher(s).
3. Reviews: Published reviews of candidate's scholarly/creative activities.
4. Funded Grants and Contracts: Candidates should provide thorough information on all funded grants and contracts, including dollar amounts and dates.
5. Major Work(s) in Progress: The information provided here should comment on the nature of the work(s), identify anticipated date of completion, and lists of possible publisher(s) or date of public release.
6. Other Indicators of Scholarly/Creative Contributions: Candidates should include a listing of international, national, regional, and local scholarly/creative presentations and listings of technical reports, etc.

C. Service

The candidate should not include physical evidence, such as conference brochures, badges, ribbons, copies of programs, certificates, transcripts, etc.

The candidate should provide **a complete listing and detail** for the categories below:

1. Service to the department, college, and university: List committee memberships (including dates and level of involvement), administrative roles, and other contributions to the institution.
2. Service to the Profession/Academic Discipline: Describe activities (including dates and level of involvement) that strengthen the profession, including leadership in professional organizations.
3. Service to the Community or Public: Document public involvement that is related to the candidate's area of expertise (including dates and level of involvement), including speeches, expert advice to community organizations, donations of creative or scholarly efforts to public institutions, and consultations with private organizations, etc.

TEXAS SOUTHERN UNIVERSITY

Post-Tenure Review

Summary Report and Recommendation Packet

for

_____	_____	_____	_____
Last Name	First	MI	Rank
_____	_____		
Department	College/School		



February 2023

TEXAS SOUTHERN UNIVERSITY

Portfolio Checklist February 2023

FACULTY'S NAME: _____

DEPARTMENT: _____ COLLEGE: _____

(PLEASE CHECK THOSE ITEMS BELOW THAT ARE PROVIDED IN THE CANDIDATE'S PORTFOLIO)

I. LETTERS and REPORTS

_____ Dean's letter(s), including a statement of expectations and justification for recommendation;

_____ Academic Unit's PTR Committee's letter(s) explaining the recommendation;

_____ Department Chair's letter(s), including a statement of expectations and justification for recommendation;

_____ Texas Southern University's appointment and/or promotion letter(s).

II. _____ CANDIDATE'S STATEMENT of accomplishments in teaching and student learning, scholarship/research, creative activities, and academic and public service *(three double-spaced pages in length)*;

III. _____ CANDIDATE'S CURRICULUM VITAE
(standardized A-Z format);

IV. _____ EVIDENCE OF ACHIEVEMENTS IN SCHOLARLY/CREATIVE ACTIVITIES, TEACHING, AND SERVICE

Note: Supporting documentation in the form of scanned copies of selected materials should appear after each designated category or corresponding number.

A. TEACHING AND STUDENT LEARNING

1. _____ All students' teaching evaluations since appointment or last promotion and, if available, peer teaching evaluations;

2. _____ Course development and/or revision;

3. _____ Evidence that suggests learning beyond the classroom.

B. SCHOLARSHIP AND CREATIVE ACTIVITIES

1. _____ Arrange selected scanned copies of work in the following order: books, monographs, articles (refereed articles marked with an asterisk), juried exhibits, shows, recitals, etc. Full copies of books, manuals, technical reports or their originals should be provided to the Academic Unit's PTR Committee.

2. _____ Book-length manuscripts and articles accepted for publication;

3. _____Published reviews of candidate’s scholarly/creative activities;
4. _____Funded grants and contracts, including dollar amounts and dates;
5. _____Major works in progress but not yet accepted for publication;
6. _____Other indicators of research/scholarship/creative contributions (scholarly presentations, other publications, editorial work, published courseware, citations, technical reports, etc.).

C. **SERVICE (List the service record, provide evidence)**

1. _____Department, College/School, and University
2. _____Profession/Academic Discipline
3. _____Community/Public

Signatures Required:

Candidate

Date

Department Chair

Date

Dean

Date

PORTFOLIO COMPLIANCE CHECK LIST

Portfolio Requirement	Compliance Check List	
	[Y]	[N]
I. Current Vitae	[]	[]
II. Summary of Achievement for Past Five Years	[]	[]
III. All Annual Tenured Faculty Performance Review Documents	[]	[]
IV. The Annual Tenured Faculty Performance Review for the Current Year (The Department Chair is to Submit to the Committee the ATFPRs for the First Four Years)	[]	[]
V-A. Evidence of Achievement in Teaching	[]	[]
Student Evaluations of Teaching		
Peer Evaluations of Teaching		
Course Syllabi		
Student Success Profiles		
Instructional Innovations		
Applications of Current Research, Trends, or Other Intellectual Products of Teaching		
Other (Specify)		
Other (Specify)		
Other (Specify)		
V-B. Evidence of Achievement in Production of Research, Scholarly, and Creative Work		
Sample Articles, Monographs, Books		
Bibliographies		
Listings of Active Funded Research Projects		
Listing of Special Projects		
Letters		
Other (Specify)		
Other (Specify)		
Other (Specify)		
V-C.*Evidence of Service Achievement	[]	[]
Program Citations; Schedules; Publications		
Video and/or Audio Tapes of Presentations		
Letters of Invitation and/or Responses to Participation		
A Two-Page Summary of Future Professional Goals and Interests.		
VI. Other (Specific to Academic Unit Department/College/School)	[]	[]

**Includes student advising, mentoring, counseling, and other service to students and/or their organizations.*

**POST-TENURE REVIEW
OUTCOMES REPORT (ROR)***

For

NAME _____
Last Name First MI Rank Yr. Tenured

College/School: _____ Department: _____

Reviewer Selection Option Utilized: (Check)

- A. ____ Post-Tenure Review Committee
- B. ____ Department Chair
- C. ____ Dean of the Academic Unit
- B. ____ Provost and Vice President for Academic Affairs

Background:

Statement of Effectiveness in Teaching:

Statement of Effectiveness in Production of Research,
Scholarly, and Creative Work:

Statement of Effectiveness in Service:

Review Committee Members Signatures:

**Limit: Two type-written pages*

TENURED FACULTY IMPROVEMENT PLAN (TFIP)

Procedure

The TFIP is to be developed for any tenured faculty member whose post-tenure review results in a rating of Marginal or Unsatisfactory. The immediate supervisor (Department Chair or the Dean of non-departmentalized College or School) is responsible for developing the TFIP in collaboration with the Dean and/or Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs is to transmit any recommended TFIP to the President for review.

Department Chair Notification to Faculty Form

Date: _____

Dear _____
Name of faculty

An assessment of your performance as a tenured faculty member has revealed strengths. It has also identified deficiencies that, if not remedied, will likely compromise your long-term effectiveness and threaten the preservation and advancement of institutional quality. The University will make available reasonable assistance to support your meeting the plan expectations.

Area(s) of Deficiencies (See TFIP)

Teaching	Consumption and/or Production of Research/Scholarly Creative Work	Service
[]	[]	[]

TENURED FACULTY IMPROVEMENT PLAN (TFIP)*

Last Name

First Name

MI

Rank

College/School

Years at TSU

**Plan Objective: To return your performance in area(s) specified to high standards of excellence requisite to retaining tenure.*

COMPONENT	DEFICIENCIES CITED	ACTION REQUIRED
TEACHING		
PRODUCTION OF RESEARCH, SCHOLARLY, AND CREATIVE WORK		
SERVICE		

Plan Approvals:

Department Chair

Dean of Academic Unit

Provost and Vice President for Academic Affairs

I, the undersigned, have read this Tenured Faculty Improvement Plan (TFIP) and understand that I am expected to satisfy its requirements.

Faculty's Signature

Date

Cc: The President
Office of Human Resources
Office of the General Counsel