



2022-2023 Faculty Post-Tenure Review Supplemental Guidelines

The following guidelines have been established by the College of Arts & Sciences for faculty going up for post-tenure review during the 2022-2023 academic year. These guidelines are intended to be an expansion of the guides and trainings by the Provost’s Office – www.tamuk.edu/academicaffairs/promotion-tenure.html


Post- Tenure Review Portfolio

Faculty Information Page

- Faculty are requested to ADD a section entitled **Years of Review**. In this new section, faculty will list the period for review (e.g. 2016-2020)

Annual Evaluations (Narratives, Summary of Ratings & Proposed Activity Page) Page

- Faculty will be required to ADD a section entitled **Summary Matrix of Evaluation Ratings**. In this new section, faculty will upload a matrix listing evaluation scores for the period of review – example below.



Summary Matrix of Evaluation Ratings

| Academic Year | Teaching Effectiveness <small>UNWEIGHTED RATING</small> | Research, Creative & Scholarly Activity <small>UNWEIGHTED RATING</small> | Professional Growth <small>UNWEIGHTED RATING</small> | Service <small>UNWEIGHTED RATING</small> | Total Overall Ratings <small>(use WEIGHTED rating from Annual Review)</small> |
|---------------|--|---|---|---|--|
| 2020 | | | | | |
| 2019 | | | | | |
| 2018 | | | | | |
| 2017 | | | | | |
| 2016 | | | | | |
| Average: | | | | | |



2022-2023 Faculty Post-Tenure Review Supplemental Guidelines

- On this page, faculty will upload the Annual Report by Faculty Member for each year. This should include the cover page, three signature pages and supporting score sheets – examples below.

**TEXAS A&M UNIVERSITY-KINGSVILLE
ANNUAL REPORT BY FACULTY MEMBER**
Spring _____ through Fall _____

This report serves multiple purposes: (1) to annually update your personnel file, (2) to provide information on job performance as it relates to decisions affecting tenure and promotion, (3) to form the basis for the Tenured Faculty Developmental Review, and (4) to serve as a basis for merit pay recommendations.

Report only those activities for the current evaluation period. All information related to a faculty member's professional accomplishments should be included on this form. Include supporting information for the sections (I-IV) in an appendix.

Name _____

Rank _____ Department _____

Highest Degree _____ Institution Granting Degree _____

Date of Initial Appointment at TAMU-K _____ Tenured? Tenure-Track?

Date of Present Rank _____ Institution Where Appointed _____

**TEXAS A&M UNIVERSITY-KINGSVILLE
Narrative of the Annual Evaluation of Faculty**
Spring _____ through Fall _____

Faculty Member _____ Department _____

Tenured: Yes No

Date of Initial Appointment at TAMU-K: _____

Rank: _____

Date of Present Rank: _____ / _____

NARRATIVE REPORT

Signatures:
Chair _____ Date: _____
Faculty Member _____ Date: _____
Dean _____ Date: _____

**TEXAS A&M UNIVERSITY-KINGSVILLE
SUMMARY OF ANNUAL EVALUATION OF FACULTY**
SPRING _____ THROUGH FALL _____

Name: _____ Dept.: _____ Chair: _____

Specific criterion for each of the evaluation sections II, III, and IV are to be determined at the college level, subject to approval by the Faculty Senate and President, and consistent with TAMU-K Tenured Faculty Development Review Policy, System Policy 12.06.

| | Rating (1-7) | Weight (0-100%) | Score |
|--|--------------|-----------------|-------|
| I. TEACHING PERFORMANCE <small>(See Appendix III, Faculty Handbook)</small> | X | _____ | _____ |
| II. RESEARCH AND SCHOLARLY ACTIVITIES <small>Involve in the scholarship of discovery or application (research or teaching or integration (scholarly activities) (See Appendix II, Faculty Handbook)</small> | X | _____ | _____ |
| III. PROFESSIONAL GROWTH AND SERVICE <small>Membership in professional organizations, attendance at professional meetings, professional consulting and lecturing, professional service, continuing professional education</small> | X | _____ | _____ |
| IV. SERVICE <small>Committee service, recruitment, advisement, degree planning, acquisition or development of facilities and equipment, program and curricular development, simulation and support for general university functions, other service. Cooperates with colleagues, engages in professional conduct, and displays ethical behavior.</small> | X | _____ | _____ |

Total of Weights and Scores (weights must total 100%) _____ = _____

Signature of the faculty member indicates that a discussion, between the faculty member and the superior, regarding the Annual Evaluation has been conducted.

Chairperson's Signature _____ Date _____
Faculty Member's Signature _____ Date _____
Dean's Signature _____ Date _____

**TEXAS A&M UNIVERSITY-KINGSVILLE
Proposed Activities Form**
Spring _____ through Fall _____

Name _____ Dept. _____ Date _____

I am proposing that the evaluation of my performance for the calendar year noted above be determined by the weights assigned to each of the four categories listed on the Annual Evaluation of Faculty form as follows. My proposed activities for the current year are noted below. Suggested weights are in parentheses.

| | |
|---|------------------|
| I. Teaching Performance | Weight (25 - 45) |
| II. Research and Scholarly Activities | Weight (15 - 55) |
| III. Professional Growth and Activities | Weight (0 - 45) |
| IV. Service | Weight (15 - 55) |

Weights must total 100%.

Proposed Activities for Current Year: _____

(Attach additional pages as necessary)

(To be completed for faculty on a normal teaching assignment.)

Approved by:
Faculty Member _____ Date _____
Dept. Chair _____ Date _____
College Dean _____ Date _____

I. TEACHING PERFORMANCE

Present in summary form evidence of your teaching performance. Include supporting data in an appendix. Use such evidence as student rating of instruction, preparation for teaching (e.g., maintain currency in field, development of instructional materials, incorporation of technology in classroom where appropriate), development of new courses or curriculum (not accounted for under scholarly activities); consistent with System Policy 12.06, other evidence of effective teaching including efforts and activities that impact teaching performance (e.g., teaching portfolio, reflective self-review, workshops or other training conducted or provided for others including continuing education courses taught, peer reviews, colleague reviews, trained observers, feedback from current students (student comments on SRI or other informal sources of feedback including interviews e.g. of graduating seniors), performance of students in subsequent courses, feedback from alumni and employers of graduates, direction of dissertations and theses, participation in workshops on effective teaching, in-service training, results from conduct of recognized assessments of teaching effectiveness, use of instructional consultant, use of on-campus technology centers and programs to support integration of new technology into teaching, service as mentor for other faculty, enrollment in elective courses taught, student performance on standardized exams (e.g., E-CET, certification exams).

Dimension

- Value (questions 4, 12) _____
- Enthusiasm (question 13) _____
- Organization (questions 2, 7) _____
- Group interaction (questions 1, 11) _____
- Individual rapport (questions 1, 6, 10, 14) _____
- Breadth of coverage (question 15) _____
- Examinations/grading (questions 3, 5, 8) _____
- Assignments (questions 3, 9) _____
- Workload/difficulty (questions 16, 17) _____

A rating of 3.0 or above (out of 5.0) for all nine dimensions would result in the maximum score agreed upon for this page being awarded. A rating of less than 3.0 on one or more dimensions would result in a reduction on the maximum score by 1/9 for each dimension rating less than 3.0 unless known biases or other explanations are judged to be responsible for the rating of less than 3.0.

% (range of 25-50, see above, expressed as decimal) _____ X 7.0 = _____ maximum weighted score this page

maximum weighted score this page X _____ X 1.9 or 0.111 = _____ score for student rating of instruction

SCORE THIS PAGE _____

II. RESEARCH AND SCHOLARLY ACTIVITIES

List articles, monographs, books, book reviews, presentations to professional and learned societies, creative and artistic endeavors, grantmanship, contract research, consultation (which focuses on application of knowledge to consequential problems), technical assistance, policy analysis, program evaluation, participation in workshops and seminars resulting in an action plan for improving teaching skills, written evaluations of teaching materials, development of teaching/learning outcomes assessment tools, participation in curricular innovation, and conduct of interdisciplinary seminars. Submit a copy of each publication, review, contract, policy, program evaluation, action plan, evaluation of teaching materials, and outcomes assessment tools (if available). Any research in progress that is listed must have documentation to indicate the extent of the progress during this reporting period. The activities and documentation listed are illustrative, but not exhaustive.

NOTE: For a more detailed and complete discussion of research and scholarly activities, see Appendix II in the Faculty Handbook ("Definition of Research and Appropriate Scholarly Activity at TAMU-K").

III. Research and Scholarly Activities

To receive full credit scholarly and creative endeavors should be appropriate to the faculty member's academic discipline(s). Four types of scholarships are recognized. These are: (1) the scholarship of discovery, (2) the scholarship of application, (3) the scholarship of teaching, and (4) the scholarship of integration. (See Faculty Handbook, Appendix XIII, "Definition of Research and Appropriate Scholarly Activity at TAMU-K.") There should be a discipline appropriate product. This would include, but is not limited to those listed below. Where a specific point value is not assigned, but a range of possible values is listed, the chair should, in consultation with the faculty member, make a judgment concerning the points to be assigned.

List specific documented activities, assign point values, total the point values, and assign a rating on the 7-point scale shown below that corresponds to the total number of points assigned. Half of all points excess of 40 are banked and retained for assignment in future years. No more than twenty-five banked points may be used in a given year. Points not used may be carried forward for a maximum of two years after which they are dropped the running total. All points must be documented, but the chair need not forward all the documentation to the dean. The chair shall exercise discretion in determining which documentation should be forwarded. The chair, in consultation with the faculty member, may wish to offer documentation for claims whose validity may not be self-evident or to call attention to especially noteworthy accomplishments. If a faculty member specifically asks the particular documentation be forwarded to the next level, the requested documentation will be forwarded. Documentation not forwarded will be retained by the faculty member until faculty member is notified that the annual evaluations process has been completed and is informed of the results. If asked for, documentation should be forwarded to any appropriate evaluator, typically the dean. Documentation that will be needed for continuation, tenure, promotion, or for other purposes should be retained by the faculty member.

If desired this worksheet may be used for banking points:

Points earning this year _____

Points carried over from 2 years previous _____

Points carried over from previous year _____

Total available for this year (Points earning this year + banked points used) _____

Points used this year from 2 year's previous balance _____

(Any not used this year are lost points)

Points used this year from previous year's balance _____

Points remaining from previous year's balance _____

(May be used again next year)

1/2 of excess points over 40 earned this year _____

(To be carried forward for up to two years)



2022-2023 Faculty Post-Tenure Review Supplemental Guidelines

| III. PROFESSIONAL GROWTH AND ACTIVITIES | III. Professional Growth and Activities | IV. SERVICE | IV. Non-Teaching activities supportive of University Programs |
|---|---|---|--|
| <p>List information in the following order:</p> <ol style="list-style-type: none"> Membership in professional organizations, including offices held during the year; Attendance at professional meetings (in an appendix attach dates of meetings, list of sessions attended, and other professional activities engaged in at meetings); Professional consulting and lectures (not accounted for in scholarship of application or integration, include supporting data); Professional service (moderator, facilitator, journal editor, reviewer [e.g., manuscripts, [grants], etc., include supporting data); Professional honors received; Continuing professional education (status of doctorate if not conferred; post-graduate or post-doctoral work at a university; training received in workshops and non-university courses). | <p style="text-align: center;">[Chair may award a higher rating for accumulated activities]</p> <p style="text-align: right;">RATING</p> <ol style="list-style-type: none"> Membership in professional organizations, including offices held during the year <ul style="list-style-type: none"> Serve as regional or state officer in a professional organization 7 Serve as a member of a national committee of a professional organization 7 Serve as a non-local committee of a professional society/organization 6 Serve as officer of local chapter of professional society/organization or as student chapter advisor for such organization 6 Serve as a local chapter committee chair of a professional society/organization 5 Be a member of two or more professional organizations, at least one of which was in field of discipline 3 Be a member of two or more professional organization 4-2 Be a member of a professional society 2 Other 7-2 Attendance/participation at professional meetings (in an appendix attach dates of meetings, list of sessions attended, and other professional activities engaged in at meetings) <ul style="list-style-type: none"> Attend and participate in local chapter or other meetings of a professional society 5 Attend some type of technical or other appropriate lecture or presentation 4 Attend at least one meeting 4-2 Other 2-5 Organizer/Chair/Moderator/Facilitator of a section at a meeting for a nation, regional, or state level society/organization 7-5 Organizer/Chair/Moderator/Facilitator of a section at a meeting for a local society/organizer 5-4 Other 7-2 Professional consulting and lectures (not accounted for in Part II Research and Scholarly activities as aspects of the scholarship of either application or integration) <ul style="list-style-type: none"> Serve as a major or significant consultant 5 Serve as a state or local proposer, or reviewer, or referee of state or local journal manuscripts or grants 5 Serve as editor/co-editor of print or electronic journal 7-4 Provide professional services to public interest groups 5 Serve on a high school or college accreditation team 5 Other 7-2 Professional honors received <ul style="list-style-type: none"> Receives professional honor within field of expertise 7-6 Achieve recognized proficiency in a related field outside of expertise 6-5 Continuing professional education (documented progress toward a terminal degree, post graduate or post-doctoral work at a university, training received in workshops and non-university courses, etc. <ul style="list-style-type: none"> Receive certification or degree in an area relevant to academia 7 Spend at least one semester on leave working with industry, another university, or governmental or other organization in an area relevant to academia 7 Spend less than a semester working with industry, another university, or governmental or other organization in an area relevant to academia 6 Attend a course in subject area relevant to academia 6 Attend an off-campus course (credit possible) in an area relevant to academia 6 Be selected for participation in and attend a short course sponsored by a professional organization | <p>List information in the following order:</p> <ol style="list-style-type: none"> Significant committee and administrative assignments on campus (indicate number of meetings and hours of work during reporting period); Sponsorship of student organizations (indicate number of meetings and hours of work during reporting period); Recruitment and retention activities (including sponsorship of co-curricular and extra-curricular activities); Student advisement; Acquisition and development of facilities; program and curriculum development (not accounted under teaching performance or in scholarship of teaching); Attendance at and support of general university functions; Other service supportive of the university (i.e., community). | <p style="text-align: right;">Rating Weight Factor Score (1-7)</p> <ol style="list-style-type: none"> Committee Service <ul style="list-style-type: none"> Serves on several university, Faculty Senate, college and/or departmental committees $\frac{\text{---}}{\times (5.25-9.45)} = \text{---}$ Spends significant time on such assignments Chairs one or more of these committees Accepts other significant administrative assignments Other Student Recruitment and Retention $\frac{\text{---}}{\times (5.25-9.45)} = \text{---}$ <ul style="list-style-type: none"> Visits high schools/Jr. Colleges Plans/participates in on-school campus recruitment materials Develops/distributes university recruitment materials Others Student involvement $\frac{\text{---}}{\times (3.00-6.45)} = \text{---}$ <ul style="list-style-type: none"> Graduate/undergraduate coordinator Advises numerous student/degree plans Advised numbers students/registration Sponsors student organizations and other student involvement Mentors, guides, supervises graduate/undergraduate students Involves students in grants Others Curriculum Development $\frac{\text{---}}{\times (3.00-6.45)} = \text{---}$ <ul style="list-style-type: none"> Develops new degree programs Develops new courses/revises courses Acquires and develops campus facilities Other Other services supportive of University $\frac{\text{---}}{\times (3.10-6.20)} = \text{---}$ <ul style="list-style-type: none"> Attends and supports university functions Participates in community activities which directly support university activities Community service/presentation to groups Guides, mentors new faculty members Other <p>Total Weights Must Equal 1.00</p> <p>Total Score: (Round to the 1 decimal and transfer to summer sheet Range: 0.15-0.55) ---</p> |

Summary of Accomplishments for Review Period: Teaching Performance

- On this page, faculty will upload a narrative summarizing teaching accomplishments for the review period.

Summary of Accomplishments for Review Period: Research & Scholarly Activities

- On this page, faculty will upload a narrative summarizing research & scholarly accomplishments for the review period.

Summary of Accomplishments for Review Period: Professional Growth Activities

- On this page, faculty will upload a narrative summarizing professional growth accomplishments for the review period.



2022-2023 Faculty Post-Tenure Review Supplemental Guidelines

Summary of Accomplishments for Review Period: Service


- On this page, faculty will upload a narrative summarizing service accomplishments for the review period.

Appendix: Teaching Performance/Appendix: Research & Scholarly Activities/Appendix: Professional Growth & Activities/Appendix: Service

These pages are not required for the College of Arts & Sciences. Faculty may delete this page. Please note, there is potential through the review process for the Department or Dean to request supporting material. If this arises, faculty will be notified and requested to provide supporting material.

Goals and Objectives Statement

Faculty will upload a table summarizing goals and objectives – example below.

|  Goals and Objectives Statement | | |
|--|--|-------------|
| Goal 1: | Objective 1: Objective 2: Objective 3: | Strategies: |
| Goal 2: | Objective 1: Objective 2: Objective 3: | Strategies: |
| Goal 3: | Objective 1: Objective 2: Objective 3: | Strategies: |
| Goal 4: | Objective 1: Objective 2: Objective 3: | Strategies: |
| Goal 5: | Objective 1: Objective 2: Objective 3: | Strategies: |



**2022-2023
Faculty Post-Tenure Review
Supplemental Guidelines**

Faculty are requested to not add or delete any pages or sections other than those specified in the above guidelines. For questions or clarification, please contact the following:

- Department Chair
- Elisa M. Guerra
- Associate Dean