



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 60.03, **Comprehensive Performance Evaluation of Tenured Faculty**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to provide for the comprehensive performance evaluation of tenured faculty at TTUHSC El Paso consistent with the current Texas Tech University System (TTU System) Board of Regents' (BOR) guidelines.

**REVIEW:** This HSCEP OP and its attachments will be reviewed by February 15 every even-numbered year (ENY) by the deans and assistant vice president for faculty affairs or designee, with any recommendations for revision forwarded to the president for approval. Any changes in this HSCEP OP must be approved by the TTU System BOR.

### **POLICY/PROCEDURE:**

#### **I. General Considerations.**

- A. As used in this HSCEP OP, the term "faculty" applies to tenured faculty.
- B. Each academic dean or designated representative will review with the respective impaneled peer review committee the process used for determining the merit of each faculty member's performance in order to ensure that performance evaluations are conducted without regard to a faculty member's race, color, religion, sex, age, disability, national origin, Vietnam era or special disability veteran status, genetic information, or refusal to submit to genetic testing.
- C. The comprehensive performance evaluation is intended to enhance and protect, rather than diminish, the important guarantees of tenure and academic freedom. The purpose of comprehensive evaluation of faculty is to provide guidance for continuing and meaningful faculty professional development; to enable faculty to enhance professional skills and achieve professional goals; to refocus academic and professional efforts, when appropriate; to ascertain that faculty members are meeting their responsibilities to the university and the State of Texas; and to comply with Texas Education Code, 51.942, as amended or modified, and policies of the TTU System BOR.
- D. The acceptance and success of comprehensive performance evaluation for faculty are dependent upon a well-executed, critical process and an institutional commitment to assist and support faculty development. Thus, remediation and follow-up review for faculty who would benefit from such support are essential to the success of this policy.
- E. Each school within TTUHSC El Paso shall develop and implement a review procedure for faculty that, at a minimum, results in a comprehensive performance evaluation report and meets the requirements set forth in Section 2 below. Each school's procedure is to be developed with appropriate faculty input, including consultation with and guidance from faculty governance organizations. Upon approval by the president of TTUHSC El Paso, each school's procedure shall be incorporated as an attachment to this HSCEP OP.
- F. While distinct from the annual evaluation process required of all TTUHSC El Paso employees, comprehensive performance evaluations of faculty may be integrated with

the annual evaluation process to form a single comprehensive faculty development and evaluation process.

- G. Nothing in this HSCEP OP or in the application of this evaluation procedure shall (i) negate the provisions of HSCEP OP 60.01, Tenure and Promotion Policy, currently in effect; (ii) be interpreted or applied to infringe on the tenure system, academic freedom, due process, or other protected faculty rights; (iii) establish new term-tenure systems; or (iv) require faculty to reestablish their credentials for tenure.
- H. Each academic dean or designated representative will review each faculty performance evaluation performed in the school to ensure that appraisals were properly conducted utilizing only lawful, job-related and non-discriminatory criteria.

II. **Requirements of Comprehensive Performance Evaluation of Tenured Faculty.** Consistent with Texas Education Code, §51.942, as amended or modified, and HSCEP OP 60.01, requirements established for comprehensive performance evaluation of tenured faculty and faculty receiving academic promotions at TTUHSC El Paso are as follows:

- A. **Evaluation Focus:** The evaluation process will be directed toward the professional development of the faculty member and is to include a comprehensive review of the faculty member's duties and responsibilities including teaching, research, service, administration when applicable and, for faculty with clinical responsibilities, clinical service. The comprehensive performance evaluation shall include consideration of the faculty member's annual employment evaluation(s), the results of the peer review described below, and any other materials submitted by the faculty member.
- B. **Evaluation Schedule:** Evaluations under this policy shall be conducted not more often than once every year but no less than once every six (6) years after the date the faculty member is granted tenure. Periods when a faculty member is on leave are not counted in calculating when the evaluation is required. The evaluation may not be waived for any faculty member, but may be deferred when the evaluation coincides with comprehensive review for granting of promotion or appointment to an endowed position. No deferral of the evaluation of an active faculty member may extend beyond six (6) years. Administrators with academic appointments who are subject to review under other policies or customary faculty duties are subject to comprehensive evaluation within six (6) years of the date of return to active faculty service.

Comprehensive evaluation under this policy does not preclude other evaluations of faculty and appropriate actions as may be necessary or authorized under applicable policies.

- C. **Materials Submitted by Faculty Member:** The faculty member being evaluated shall submit or arrange for the submission of a resume or curriculum vitae, a summary statement of professional accomplishments, annual reports, and teaching evaluations. The faculty member may submit additional materials that the faculty member deems appropriate.
- D. **Evaluation Procedure:** The evaluation report required under this policy shall be completed not more than one year from the date that written notice of intent to review is provided to the individual faculty member.
  - 1) **Notice:** Notice shall be given at least six (6) months prior to the date of commencement of the evaluation and shall include:
    - a) Date by which the faculty member must submit all materials and to whom;

- b) Time period covered by the evaluation;
  - c) Expected time period after submission of materials by which a meeting shall be scheduled with the peer review committee (i.e., within months/weeks); and
  - d) Anticipated date by which the final evaluation report with recommendations shall be completed.
- 2) **Peer Review:** The faculty member shall have an opportunity to meet with a peer review committee made up of TTUHSC El Paso tenured faculty as impaneled by each respective school. Committee members shall consider all materials submitted by the faculty member and may make observation visits, as the committee deems appropriate. The committee's written findings and recommendations shall be contained in the evaluation report.
  - 3) **Evaluation Report:** The evaluation report shall be compiled in writing and distributed for review and appropriate action to the faculty member, department chair, dean or dean's designee, and the president.

### III. **Actions Based on Evaluation Report.**

- A. The faculty member may challenge the evaluation report according to each school's review procedure, as defined in Section 1.e. of this policy, and incorporated as attachments to this policy.
- B. The evaluation report may be used:
  - 1) To determine salary recommendations, award nominations, or other forms of recognition commensurate with exceptional performance;
  - 2) To design remediation and follow-up review for individuals in need of institutional assistance, such as mentoring and counseling for ineffective teaching, research, service, and/or, as applicable, administrative or clinical responsibilities;
  - 3) To undertake appropriate disciplinary action if incompetence, neglect of duty or other cause is determined to be present; and/or
  - 4) For termination in accordance with the following section.

### IV. **Dismissal Proceedings.** All proceedings for dismissal of tenured faculty on the basis of the comprehensive performance evaluation of the Tenured Faculty Evaluation Report shall be conducted in accordance with:

- A. Current HSCEP OP 60.01, affording protection to the rights of the individual and the interests of TTUHSC El Paso, and under which requirements include that the faculty member will be informed in writing of the charges, the faculty member may submit a request for a hearing before a school hearing committee, and the school shall bear the burden of showing cause for dismissal;
- or
- B. Texas Education Code §51.942(d) as may be amended, which allows an option for referral of the matter to a nonbinding alternative dispute resolution process as described in Chapter 154, Civil Practice and Remedies Code, or if both parties agree within a

reasonable time period not to exceed 20 business days, another type of alternative dispute resolution method. Mediation is a forum in which an impartial person, the mediator, facilitates communication between parties to promote reconciliation, settlement, or understanding among them. (§154.023.)