

**Texas Southern University**  
**Post-Tenure Review**  
**SUMMARY REPORT**  
**AND**  
**RECOMMENDATIONS PACKET**  
**FOR**

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Last Name

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First

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Rank

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Department

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College/School



**February 2021**

## TEXAS SOUTHERN UNIVERSITY

### Post-Tenure Review Timeline Spring 2021

**February 15, 2021:** Deans should submit to Provost's Office a list of all faculty members who are required to go under PTR according to the schedule provided; list of members of the Post-Tenure Committees for each Academic Unit. Deans should also forward to the Provost's Office the approved Guidelines (mandated by 2014 FM section 4.10) for Post-Tenure review for their Academic Units.

**February 26, 2021:** Each candidate shall submit documentation to support their review for Post-Tenure to his/her Academic Unit's Post-Tenure Review Committee.

**March 27, 2021:** Each Academic Unit's PTR Committee shall render its recommendation and notify the candidate and the Department Chair in writing. The Department Chair will review and submit the recommendation to the Office of the Dean of the Academic Unit for his/her further processing. The Dean shall forward (electronically or flash drive), the recommendations of PTR Committee, the Chair's recommendation, and all supporting documents to the Office of the Provost.

**April 23, 2021:** The Provost shall review the recommendations and notify the candidate in writing, with a copy to the Dean. If a faculty member is identified as subject to further review, the procedures outlined in Phase II of Section 4.10 of the 2014 Faculty Manual (FM) shall be followed.

*Note: All dates indicated above are tentative and are all subject to change with or without notice.*

### Post-Tenure Review

- o **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.

- **Scope:**

- ❖ 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 out lined in 2014 Faculty Manual (Section 4.10).

- **Schedule:**

The Post-Tenure Review will commence in the Spring 2021 as follows:

- Faculty Members Tenured between 2020-2014
- Faculty Members Tenured between 2013-2007
- Faculty Members Tenured between 2006-2000
- Faculty Members Tenured between 1999-1993
- Faculty Members Tenured between 1992-1986
- Faculty Members Tenured between 1985-1979
- Faculty Members Tenured between 1978-1972
- Faculty Members Tenured between 1971-1965

- ✚ First two groups for review: 1999-1993 and 1992-1986
- ✚ Second two groups for review: 2006-2000 and 1985-1979
- ✚ Third two groups for review: 2013-2007 and 1978-1972
- ✚ Fourth two groups for review: 2020-2014 and 1971-1965

## 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:

- 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:**
  - a) **Teaching effectiveness**
  - b) **Research, scholarship, and creative activities**
  - c) **Student advising, and counseling**
  - d) **Committee assignments and administrative service**
  - e) **Service to profession, community, state, and/or nation**
  - f) **Professional growth**
  - g) **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.**
- Step 6) The Provost shall review and submit his/her recommendations, together with all recommendations in Step 5 to the President with recommended actions at each step.**

## **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

## Portfolio Checklist February 2021

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:

Signature: \_\_\_\_\_

*\*Limit: Two type-written pages*

**Peer Committee's Evaluation**

<b>STANDARDS</b>	<b>Rating by Characteristic</b>		
	Performance: <b>Satisfactory</b> (Re-enter Cycle)	Performance: <b>Marginal</b> (Monitor: 2 years)	Performance: <b>Unsatisfactory</b> (Monitor: 1 Year)
	Deficiency free or minor deficiencies only: evidence that individual contributes substantially to achievement of university and academic unit's performance measures.	A combination of chronic deficiencies of the type to negatively impact the university or academic unit's attainment of performance measures.	Principally acute deficiencies of the sort that negatively impact university or academic unit's attaining its performance measures.
<i>Circle one for each Component at Right (I, II, and III)</i>			
<b>I. TEACHING</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
	Rationale for Rating:		
<b>II. PRODUCTION OF RESEARCH, SCHOLARLY, AND CREATIVE WORK</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
	Rationale for Rating:		
<b>III. SERVICE</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
	Rationale for Rating:		

OVERALL EVALUATION (Circle One):      **Satisfactory**                                      **Marginal**                                      **Unsatisfactory**

RECOMMENDATION:       **Retain Tenure Without Conditions**                                       **Retain Tenure With Conditions**

Name: \_\_\_\_\_  
Post-Tenure Review Committee Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date







## 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: President  
Director of Human Resources  
Office of the General Counsel



**POST-TENURE REVIEW**  
*Steps in the Process*  
**February 2021**

ACTION REQUIRED	PERSONNEL RESPONSIBLE
Prepare Post-Tenure Review Portfolio	Faculty being reviewed
Evaluate Post-Tenure Review Portfolio	Post Tenure Review Committee (Peer Committee of Academics)  Department Chair  Dean  Provost and Vice President for Academic Affairs
Prepare Summary Report and Recommendation Packet  Submit to Provost  Summary Report; Recommendations Packets; and Supporting documentation  Portfolios submitted by faculty being reviewed.  Draft of Tenured Faculty Improvement Plan (TFIP) for each faculty member recommended for: Retain Tenure with Conditions due to <b>Marginal</b> or <b>Unsatisfactory Performance</b> .	Dean (in collaboration with Department Chair)  Dean
Review Dean's Submission for each faculty member.	Provost and Vice President for Academic Affairs
Confer with Dean and, where advisable, Department Chair	Provost and Vice President for Academic Affairs
Recommend to the President action on each faculty member:  <b>Retain Tenure Without Conditions</b> (Satisfactory Performance)  <b>Retain Tenure With Conditions</b> Marginal Performance (Improve in <b>two years</b> or face termination)  Unsatisfactory Performance (Improve in <b>one year</b> or face termination)	Provost and Vice President for Academic Affairs

ACTION REQUIRED	PERSONNEL RESPONSIBLE
Respond to Each Recommendation and Provide Response to Provost and Vice President for Academic Affairs	President
<p>Notify Dean of Final Action on Each Faculty Member</p> <p>Where faculty review is Satisfactory, communicate results to faculty in a face-to-face conference and in writing.</p> <p>Where faculty review is <b>Marginal</b> or <b>Unsatisfactory</b>, initiate development/refinement of Tenured Faculty Improvement Plan (TFIP). Ensure that document reflects input from Department Chair, Dean, Provost, and/or President.</p> <p>The Dean of the School or College and the Department Chair are to review the TFIP in a face-to-face conference with each faculty person whose post-tenure performance is rated <b>Marginal</b> or <b>Unsatisfactory</b>. Where desirable, the Provost and Vice President for Academic Affairs and/or the Director of Human Resources may observe.</p>	<p>Provost and Vice President for Academic Affairs</p> <p>Dean and Department Chair</p> <p>Dean and Department Chair</p> <p>Dean and Department Chair</p> <p>Optional: Provost and Vice President for Academic Affairs Director of Human Resources</p>
Approve final TFIP	Dean, and Provost and Vice President for Academic Affairs
Notify the Provost and Vice President for Academic Affairs within five days of receipt of request for appeal.	Dean
Notify the President of appeal request.	Provost and Vice President for Academic Affairs
Initiate appeals process.	Faculty member, Department Chair and/or Dean
Monitor appeals process.	Dean Provost and Vice President for Academic Affairs Director of Human Resources