

LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs

MAPP 02.02.37

AREA: Faculty

Performance Evaluation of Tenured Faculty (Post-tenure Review)

I. POLICY

- A. Pursuant to State of Texas law and the Texas State University System (TSUS) *Rules and Regulations*, each tenured faculty member at Lamar University (LU) shall undergo a comprehensive performance evaluation at least once every five (5) years after the date the faculty member was granted tenure, received a promotion, or completed a previous comprehensive performance evaluation.

II. PURPOSE AND SCOPE

- A. This policy complies with Texas Education Code § 51.942, Faculty Tenure, and the TSUS *Rules and Regulations*, Chapter V, Subparagraph 4.28, Performance Reviews. In addition, this policy falls under the authority of all applicable federal, State of Texas, and TSUS statutes, rules, and regulations, including, but not limited to, the TSUS *Rules & Regulations*; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.
- B. LU has developed this Performance Evaluation of Tenured Faculty policy (hereafter, “post-tenure review”) to determine whether a tenured faculty member is performing consistently at an acceptable professional level and to offer a mechanism whereby a tenured faculty member is informed of any deficiencies in performance and provided an opportunity to improve performance through a Professional Development Plan (PDP) that includes completion of specific objectives necessary for returning to satisfactory performance.
- C. Post-tenure review will not entail a re-tenure process.
- D. This policy affords faculty members fundamental due process and a right of appeal in accordance with existing LU and TSUS policy.

III. CATEGORIES AND STANDARDS OF PERFORMANCE

- A. The LU library and each academic department or college shall establish post-tenure review performance standards that specify the expectations of tenured faculty members in the areas of teaching or librarianship, research and/or creative activities, and service.
- B. Claims of accomplishment, excellence, or distinction in any category of performance must be clearly referenced and documented. False claims shall result in disciplinary actions up to and including termination.

- C. If an academic program requires that faculty have a current state, federal, and/or professional license, certification, or other credentials (LCC), this requirement must be stated in the library, department, or college post-tenure review performance standards.
- D. It shall be the responsibility of a faculty member to meet or exceed the library, department, or college minimum expectations for satisfactory performance of tenured faculty.
- E. Library, department, and college requirements relating to categories and standards of performance for post-tenure review must be approved and on file with the Office of the Provost.
- F. All department or college guidelines for post-tenure review shall be posted and made publicly available on the Academic Affairs website.

IV. REVIEW AND UPDATE OF STANDARDS OF PERFORMANCE

- A. Library, department, or college requirements relating to categories and standards of performance for post-tenure review shall undergo a scheduled assessment every three (3) years by the tenured faculty within the library, department, or college.
- B. Should substantive changes be made to the library, department, or college performance standards during the period to be covered by a faculty member's post-tenure review, the faculty member may request that the performance standards that were in place when the faculty member's review period began be applied.
- C. All updates to library, department, or college standards of performance must be approved by the Office of the Provost and posted on the Academic Affairs website.

V. PROCEDURES FOR POST-TENURE REVIEW

- A. Every tenured faculty member shall undergo a post-tenure review every fifth year after having earned tenure, received a promotion, or completed a previous post-tenure review. For faculty hired with tenure, the start date listed on their contract will constitute the date they earned tenure at LU. See Appendix A for detailed information pertaining to the implementation of post-tenure review in Academic Year (AY) 2025-2026.
- B. By **October 1**, the Department Chair/Director shall notify in writing any tenured faculty member in the department who is due for post-tenure review. No later than **October 31**, the Department Chair/Director shall meet with the faculty member to prepare for the review.
- C. By **February 1**, the faculty member shall load into Watermark (1) all annual evaluations (F2.08s) from the five-year period under review, (2) a current CV, and (3) pertinent materials related to his/her teaching or librarianship, research and/or creative activities, and service over the five (5) years since earning tenure, receiving a promotion, or completing a previous post-tenure review.*

*Note. For the fifth year under post-tenure review, faculty shall upload their annual evaluation submission (F2.08) as-is no later than February 1. For the fifth-year annual evaluation (F2.08), the Chair and Dean's annual review and comments are not required.

D. Faculty members may add materials from projects that are older than five (5) years or that will not conclude by the end of the post-tenure review if these materials are part of long-term projects in which the faculty member is engaged. The faculty member may submit a narrative explaining why the materials are included. Finally, the materials should clearly indicate that the faculty member has worked on and/or made progress on these long-term projects during the five-year period under review.

E. By **March 1**, the Department Personnel Committee or Library Personnel Committee will complete its review of the faculty member's portfolio. The committee will evaluate the faculty member's portfolio against the performance standards for tenured faculty established by the faculty member's department or college and will vote by secret ballot on whether or not the faculty member met or exceeded the accepted minimum performance standards of the unit over the five-year period covered by the review. The chair of the committee shall enter into Watermark the vote tally and upload a letter denoting the committee's decision. The Department Chair/Director will then be notified and instructed to begin his/her review.

F. For purposes of post-tenure review, the Department Personnel Committee or Library Personnel Committee shall consist of all tenured faculty members in the department, including those faculty members elected to serve on the College Personnel Committee or the University Personnel Committee as peer reviewers of tenure and promotion dossiers. (For purposes of post-tenure review, administrators at or above the level of Department Chair are excluded from Department Personnel Committees or the Library Personnel Committee.) Each Department Personnel Committee and Library Personnel Committee shall be composed of a minimum of three (3) tenured faculty members.

1. If an academic department has fewer than three (3) tenured faculty members, then the Department Chair and the faculty member under review shall each submit to the Dean a list of three (3) names of tenured faculty members from other departments within the college or from similar disciplines outside the college who are qualified to serve on the Department Personnel Committee. Documentation of proposed faculty members' relevant qualifications shall be provided by both the Department Chair and the faculty member. The Dean shall appoint faculty members from these lists until the Department Personnel Committee is comprised of at least three (3) tenured faculty members.
2. If the library has fewer than three (3) tenured faculty members, then the Department Director and the faculty member under review shall submit to the Dean a list of three (3) names of tenured faculty members from academic departments who are qualified to serve on the Library Personnel Committee. Documentation of proposed faculty members' relevant qualifications shall be provided by both the Department Director and the faculty member. The Dean shall appoint faculty members from these lists until the Library Personnel Committee is comprised of at least three (3) tenured faculty members.

G. The Department Personnel Committee or Library Personnel Committee will meet in person and operate according to the following guidelines.

1. **Quorum.** To act, a numerical majority of personnel committee members must be present to constitute a quorum.

2. **Chair of Personnel Committee.** By majority vote, members of the Department Personnel Committee or Library Personnel Committee shall elect a chair at the first meeting before beginning the review of the tenured faculty member. The chair is responsible for organizing meetings, distributing files, forwarding the appropriate materials to the next level, and writing and uploading a letter indicating the committee's decision.
3. **Voting Policy.** Members of the personnel committee shall vote in person via secret ballot. The chair of the personnel committee shall tally the vote and enter the results into Watermark. In matters where a conflict of interest may arise, members of the personnel committee shall recuse themselves from the process, and the reasons for the recusal shall be documented. Abstentions are permitted but should be rare. All personnel committee members must be present to vote unless on approved leave.
4. **Confidentiality.** All personnel committee discussions during a post-tenure review shall remain confidential unless precluded by law, court order, or the TSUS *Rules and Regulations*.
5. **Disability Accommodations.** Faculty members who require a reasonable accommodation to allow them to participate in the personnel committee process must request such accommodation by submitting the request to the Provost's Office and the Human Resources Director no later than February 1 to allow sufficient time in advance of personnel committee participation for any necessary arrangements to be made. All requests for disability accommodations are subject to the interactive process outlined in Human Resources policies.

H. By **April 1**, the Department Chair/Director will complete his/her review of the faculty member's portfolio. Upon evaluation, the Department Chair/Director will enter into Watermark a rating of "satisfactory" or "unsatisfactory" and upload a letter denoting his/her decision.

I. A simple majority or greater of approval from the Department Personnel Committee or Library Personnel Committee and a satisfactory rating by the Department Chair/Director shall indicate that the faculty member has met or exceeded the acceptable minimum standards of the unit. The faculty member will then be notified in writing by the Department Chair/Director that he/she has successfully completed the post-tenure review, and no further action shall be required.

J. Should the reviewed faculty member fail to receive at least a simple majority of approval from the votes of the personnel committee and fail to receive a satisfactory rating by the Department Chair/Director, the faculty member's portfolio will be forwarded to the college Dean. By **April 15**, the Dean will complete his/her review. At this point, there are two possible outcomes:

1. Should the Dean agree with the decisions of the Department Chair/Director and the personnel committee that the faculty member has not met the acceptable minimum standards of the unit, then the faculty member shall be required to formulate and complete a PDP.
2. Should the Dean disagree with the decisions of the Department Chair/Director and the personnel committee that the faculty member has not met or exceeded the acceptable minimum standards of the unit, then the faculty member will be notified in writing by the Dean that he/she has successfully completed the post-tenure review, and no further action shall be required.

K. Should a split decision occur between the personnel committee and the Department Chair/Director, the faculty member's portfolio will be forwarded to the college Dean. By **April 15**, the Dean will complete his/her review. At this point, there are two possible outcomes:

1. Should the Dean decide that the faculty member has met or exceeded the acceptable minimum standards of the unit, then the faculty member will be notified in writing by the Dean that he/she has successfully completed the post-tenure review, and no further action shall be required.
2. Should the Dean decide that the faculty member has not met the acceptable minimum standards of the unit, then the faculty member shall be required to formulate and complete a PDP.

VI. PROFESSIONAL DEVELOPMENT PLAN

- A. The goal of a PDP is to aid in restoring a tenured faculty member to a level of performance that meets or exceeds the unit's minimum expectations for satisfactory performance of tenured faculty in the areas of teaching or librarianship, research and/or creative activities, and/or service.
- B. The PDP shall be cooperatively established by the faculty member, the faculty member's Department Chair/Director, and two faculty peers (hereafter, "peer consultation team").
- C. The PDP will be individualized; the PDP shall outline a series of professional activities that, when implemented in an agreed-upon time period (up to, but not to exceed, twenty-four (24) months, depending upon the set of actions mutually formulated), will bring about the restoration of satisfactory performance in one or more of the areas (i.e., teaching or librarianship, research and/or creative activities, and/or service) in which the faculty member has been deemed deficient.
- D. Members of the peer consultation team shall be jointly selected by the Department Chair/Director and the faculty member being evaluated by **April 30**. The Department Chair/Director shall nominate two (2) possible tenured faculty members (preferably from within the department), and the faculty member shall do likewise. The Department Chair/Director shall select one (1) individual from the faculty member's nominees, and the faculty member shall select one (1) individual from the Department Chair's/Director's nominees. The college/library Dean shall select members of the peer consultation team if the Department Chair/Director or the faculty member fails to do so by the deadline.
- E. By **May 31**, the faculty member will meet with the Department Chair/Director and the peer consultation team to devise the PDP.
- F. Each customized PDP will address the specific circumstances of the faculty member. However, all PDPs shall include the following:
 1. Specific performance deficiencies to be addressed.
 2. Specific objectives needed to remedy the performance deficiencies.

3. A list of activities to be carried out to achieve the required objectives.
4. A schedule for completing the activities.
5. Criteria that shall be used to assess progress.
6. Affirmation that the faculty member will meet with the Department Chair/Director and peer consultation team at least once every semester to discuss progress.

G. Once the PDP has been finalized, the faculty member, Department Chair/Director, and members of the peer consultation team will each sign the plan, and a copy of the plan will be sent to the Dean.

H. If the Department Chair/Director and faculty member cannot agree on the plan's terms, the Dean will meet with the Department Chair/Director and faculty member to review the plan and make recommendations. If the faculty member does not agree with the Dean's recommendations, the plan will be forwarded to the Provost for a final decision.

I. The PDP process formally begins in the subsequent fall semester.

J. The faculty member will not be eligible for merit pay increases or promotion during the period covered by the PDP.

K. Annual performance reviews shall be suspended during the period covered by the PDP.

L. Failure to adhere to any part of the PDP will be considered grounds for disciplinary action, up to and including termination from employment.

M. At any point in the PDP, a faculty member may enter an appeal under the University's grievance procedures if the faculty member believes the policies or procedures are being applied arbitrarily, capriciously, and/or inaccurately.

VII. ASSESSING PERFORMANCE OF FACULTY ON PROFESSIONAL DEVELOPMENT PLANS

- A. Upon completion of the PDP, the faculty member will submit a written statement of accomplishments/progress to the Department Chair/Director and the peer consultation team.
- B. If the Department Chair/Director and the peer consultation team members agree that the faculty member has successfully completed the agreed-upon PDP, then the faculty member will be notified in writing of the positive outcome.
- C. If the Department Chair/Director and the peer consultation team members determine that the faculty member has failed to meet the goals of the agreed-upon PDP, then the faculty member will be notified in writing that he/she failed to satisfy the requirements.
- D. Should the faculty member be notified that he/she failed to satisfy the requirements of the PDP, the Dean shall be notified and then provide an independent review of the faculty member's performance. If necessary, the Dean shall personally confer with the faculty member and/or the Department Chair/Director and the members of the peer consultation team. Following the review, within fifteen (15) working days, the Dean shall notify the Provost in writing of his/her

decision as to whether the faculty member successfully completed the PDP. The faculty member, the Department Chair/Director, and the peer consultation team shall be copied on this notification. The Dean may recommend to the Provost any of several actions, including, but not limited to:

1. Restoring the faculty member to regular status.
2. Requiring another PDP to be formulated and implemented with a different peer consultation team.
3. Instituting dismissal proceedings or other appropriate disciplinary action in accordance with the TSUS *Rules and Regulations* (Chapter V, Section 4.6) and applicable laws.

VIII. TOLLING THE POST-TENURE REVIEW CLOCK

- A. The post-tenure review clock shall be stopped for all faculty holding administrative positions of 0.5 FTE or greater during the duration of the appointment.
- B. LU may permit a tenured faculty member to stop the post-tenure review clock for one (1) academic year in order to accommodate one or more of the following exigencies and/or hardships: a) childbirth or adoption; b) dependent care (including children, parents, spouses, or other dependents); c) the faculty member's own illness or other personal emergency; and/or d) the inability of the institution to provide agreed-upon facilities for the faculty member's research.
- C. A request to stop the post-tenure review clock must be submitted prior to the occurrence of the event(s) stated above or, if circumstances dictate, immediately afterwards.
- D. A faculty member petitioning to stop the post-tenure review clock shall make a written request to his/her Department Chair/Director clearly explaining the basis for the proposed suspension and provide appropriate documentation to demonstrate sufficiently why the request should be granted. The faculty member is not required to apply for leave in order to qualify for stopping the post-tenure review clock.
- E. Upon receipt of the faculty member's request, the Department Chair/Director shall provide a recommendation for stopping the post-tenure review clock to the Dean within ten (10) working days.
- F. The Dean shall provide a recommendation for the faculty member's request to stop the post-tenure review clock to the Provost within ten (10) working days from receipt of the Department Chair's/Director's recommendation.
- G. The decision regarding the faculty member's request for stopping the post-tenure review clock shall be made by the Provost. Within ten (10) working days from receipt of the Dean's recommendation, the Provost shall notify the faculty member, the Department Chair/Director, and the Dean of the decision.

IX. APPLYING FOR PROMOTION IN LIEU OF POST-TENURE REVIEW

A. A tenured faculty member who is due for post-tenure review in the upcoming academic year, and who is eligible for promotion to Professor in that same year, may submit an application for promotion in lieu of post-tenure review, as follows:

1. By **April 1**, a faculty member who wishes to apply for promotion to Professor in the upcoming academic year, in lieu of post-tenure review, must notify his/her Department Chair/Director in writing of this plan.
2. By **April 15**, the Department Chair/Director will inform the Dean of the faculty member's plan to apply for promotion to Professor in lieu of post-tenure review during the upcoming academic year.
3. A faculty member who applies for promotion to Professor in lieu of post-tenure review shall follow the University's policies and procedures for promotion.
4. A faculty member who successfully earns promotion to Professor shall undergo post-tenure review in the fifth year following the date of the promotion to Professor.
5. A faculty member who does not earn promotion to Professor shall undergo post-tenure review during the academic year that follows the year in which he/she applied for promotion.

X. REVIEW AND RESPONSIBILITY

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Party: Academic Policy Advisory Council

XI. APPROVAL

Dr. Brett Welch 05/29/2025
Provost and Vice President for Academic Affairs Date

Dr. Jaime R. Taylor 06/01/2025
Lamar University President Date

POLICY LOG

Version	Date	Description of Changes
1	03/03/2025	Policy draft completed.
	03/03/2025 - 04/17/2025	Reviews by constituency groups completed.
	04/21/2025 – 05/21/2025	Review by campus community completed.
	06/01/2025	Policy approved by President.
	08/25/2025	For clarity, changed AY abbreviations (AY 26, AY 22, AY 23, etc.) to full academic year (AY 2025-2026, AY 2021-2022, etc.); corrected Appendix A so that professors with tenure beginning AY 2025-2026 undergo post-tenure review in AY 2029-2030 (not in AY 2028-2029).
	09/24/2025	Section V.C – changed “all materials” to “pertinent materials” to clarify which materials to load for post-tenure review. Added sentence referring faculty to department/college post-tenure review guidelines and Chair for assistance in determining which materials to load.
	10/17/2025	Section V.G.5 – added Disability Accommodations paragraph to policy to allow those with accommodations to participate fully in the personnel committee process.
	10/31/2025	Section V.F – added exclusion from department or library personnel committees for administrators at or above the level of Department Chair.
	02/11/2026	Section V.C – added note indicating that fifth-year annual evaluations (F2.08s) do not require Chair or Dean comments. This change was necessary as a faculty member’s PTR submission is due before the Chair and Dean have had time to comment on F2.08s for the fifth year under post-tenure review.

APPENDIX A

The process of post-tenure review, as described in this MAPP, will begin in Academic Year (AY) 2025-2026. Faculty members whose tenure took effect between AY 2021-2022 and AY 2025-2026 shall be reviewed according to the following schedule:

Year tenured (If a faculty member's tenure takes effect at the <i>start</i> of this AY, . . .)	Year to undergo post-tenure review (. . . this faculty member will undergo post-tenure review in the Spring semester of the AY:)
AY 2021-2022	AY 2025-2026
AY 2022-2023	AY 2026-2027
AY 2023-2024	AY 2027-2028
AY 2024-2025	AY 2028-2029
AY 2025-2026	AY 2029-2030

All faculty at either the rank of Associate Professor or Professor who earned tenure prior to AY 2021-2022 shall undergo post-tenure review within the next three (3) academic years (AY 2025-2026; AY 2026-2027; or AY 2027-2028). Beginning in AY 2025-2026, the library and each academic department must conduct annually a post-tenure review of one or more faculty members who earned tenure prior to AY 2021-2022. The annual reviews shall continue until AY 2027-2028 or until all tenured faculty members in the library and academic departments have completed a post-tenure review. The Dean of the Library and the Department Chairs shall create the review schedule in consultation with the faculty members to be reviewed.

As will be the case during a normally scheduled post-tenure review, the initial round of post-tenure reviews shall adhere to a five-year time frame for all faculty. Only performance in teaching or librarianship, research and/or creative activities, and service over the previous five (5) years of the faculty member's tenure will be evaluated.