

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Performance Evaluation of Tenured Faculty

UH-Downtown/PS 10.A.16
Issue No. 2
Effective Date: 4/16/98
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1. PURPOSE

This PS describes how the University complies with state and system policies regarding the performance evaluation of tenured faculty.

2. POLICY/PROCEDURES

2.1 Policy

All persons holding academic tenure at the University of Houston – Downtown (UHD) are subject to an annual comprehensive performance evaluation. The evaluation process is based on the professional responsibilities of the faculty member in teaching, research, service and, where applicable, administration, and includes peer review. The process is directed toward the professional development of the faculty member and incorporates commonly recognized academic due process rights.

2.1.1 Performance evaluation policies for tenured faculty

All tenured faculty members whose principal responsibility is teaching are evaluated according to the procedures set forth in *PS 10.A.05* (Faculty Performance Evaluations). Chairs are evaluated according to the procedures set forth in *PS 10.A.11* (Annual Evaluation of Department Chairs) while deans are evaluated according to the procedures of *PS 10.A.12* (Annual Evaluation of Academic Deans). Other administrators who hold academic tenure are evaluated according to *PS 02.B.07* (Administrative Evaluation Policy). Staff members holding academic tenure are evaluated under *PS 02.B.06* (Staff Performance Evaluations Policy).

2.1.2 Performance Categories

All of the University's evaluation procedure policies require that the person being evaluated be placed into one of five merit categories. The middle or third category is the "average" category while the top category is reserved for those exhibiting an exceptionally high level of performance and the bottom category is reserved for those whose performance has been judged to be significantly below average.

2.1.3 Performance notification

All tenured faculty members receive a written notification of the annual performance evaluation findings.

2.1.4 Loss of academic tenure and dismissal

According to *PS 10.A.06* (UHD Faculty Dismissal Policy and Procedures), "substantial and manifest neglect of professional or academic responsibilities" on the part of a tenured faculty member is cause for dismissal. Moral turpitude, medical reasons, and financial exigency may also be cause for dismissal. Dismissal shall not be used "to restrain faculty members in their exercise of academic freedom."

2.1.5 Discipline and dismissal of staff and administrators holding academic tenure

All administrators serve in their administrative roles at the pleasure of the president. Administrators and staff are subject to the disciplinary provisions of *PS 02.B.03* (Discipline Staff Employment Policy) as well as to the provisions of *PS 10.A.06* (UHD Faculty Dismissal Policy and Procedures).

2.2 Procedures

Comprehensive annual performance evaluations will be conducted according to the procedures of the above-referenced policies on performance evaluations. A faculty member may be subject to revocation of tenure or other appropriate disciplinary action if incompetence, neglect of duty, or other good cause is determined to be present.

2.2.1 Initial indication of unacceptable performance

Tenured faculty members whose evaluation places them in the lowest category in teaching, or whose combined teaching and service evaluation or summary administrative evaluation places them in the lowest overall category, will be informed in writing by their supervisor that their performance has not met the level of performance expected of a tenured faculty member. The supervisor

will indicate in writing the deficiencies in performance and offer suggestions as to what could be done to correct them.

2.2.2 Development Plan

When a tenured faculty member receives an unsatisfactory performance evaluation, the supervisor and the department rank and tenure committee will meet with the faculty member to prepare a development plan showing what must be done to bring performance to an acceptable level. Members of the Department Rank and Tenure Committee will monitor the tenured faculty member's progress in meeting the conditions set forth in the development plan and will determine whether any additional action, including use of *PS 10.A.06* (UHD Faculty Dismissal Policy and Procedures), is required. The length of time a tenured faculty member has to satisfy the requirements identified in the development plan shall not exceed three years.

2.2.3 Other provisions

Nothing in this policy shall be construed to prevent the University from invoking any of the provisions of *PS 10.A.06* (UHD Faculty Dismissal Policy and Procedures) when it believes such action is necessary.

2.2.4 Due process and grievance procedures

Faculty grievance procedures are described in *PS 10.A.02* (Faculty Grievance Procedures), *PS 10.A.05* (Faculty Performance Evaluations), *PS 10.A.11* (Annual Evaluation of Department Chairs) and *PS 10.A.12* (Annual Evaluation of Academic Deans). Before a faculty member may be subject to disciplinary action on the basis of performance evaluations, notice of specific charges and an opportunity for a hearing on those charges must be provided. A faculty member subject to revocation of academic tenure on the basis of performance evaluations has the opportunity for referral of the matter to a non-binding alternative dispute resolution process as described in Chapter 154, Civil Practice and Remedies Code. If both parties agree, another type of alternative dispute method may be elected.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: President

Review: As needed

President

Date