

ANNUAL FACULTY EVALUATIONS PROCESS AND GUIDELINES

- Faculty should submit a current curriculum vita, updated [tabular summaries](#) (e.g., Summary of Teaching Evaluations, Summary of Teaching Achievement, Summary of Research/Scholarships, Summary of Service) for the review period); student and peer evaluations of teaching for the review period; and any other materials or supporting documentation as per the department/college criteria.
- The timeline shall follow the [Pathways for Faculty Review Deadlines](#) developed and announced by the Office of the Executive Vice President and Provost.
- All annual reviews should include at least two (2) independent levels of reviews: School/Department Committee and Director/Chair. As a result, the faculty member shall be ranked in one of the following four (4) categories: 4. exceeds expectations; 3. meets expectations; 2. does not meet expectations; or 1. unsatisfactory. To be eligible for merit, faculty must receive “exceeds” or “meets” expectations.
- Each review level (School/Department Committee and Director/Chair) must include a written narrative highlighting strengths and weaknesses, as well as recommendations for improvement.
- The file will be forwarded to the Dean for review and approval to address any discrepancies between the two levels of review when these may exist.
- Faculty may appeal at each department level before the file is forwarded to the Dean. If the faculty member is not satisfied with the department level outcome, s/he may request a review by a college committee, who will make a recommendation to the Dean. The Dean’s decision is final.
- Tenure-track faculty and those applying for Tenure and/or Promotion do not need to submit an annual evaluation dossier, the T/P dossier will suffice.

For additional information please reference the Handbook of Operating Procedures [ADM 06- 502](#)
[ANNUAL FACULTY EVALUATION](#).

TENURE-TRACK/TENURE AND PROMOTION REVIEWS PROCESS AND GUIDELINES

- Schools/Departments shall develop their own UTRGV evaluation standards/criteria with the goal of becoming an emerging research institution. These shall be approved by the department faculty, Director/Chair, Dean and Executive Vice President and Provost.
- The process and timeline shall follow the [Pathways for Faculty Review Deadlines](#) developed and announced by the Office of the Executive Vice President and Provost.
- Faculty shall follow the [Institutional Format for Faculty Review Dossier](#) in preparing their material. Faculty may contact the Office of Faculty Success and Diversity for assistance in preparing their dossier and/or to participate in scheduled workshops.
- Tenure-Track (TT) faculty are required to include at least one (1) [peer observation of teaching](#) per year in their dossier. Faculty going up for Tenure and/or Promotion are also required to include peer reviews of teaching in accordance with the aforementioned guidelines.
- Faculty going up for Tenure and/or Promotion (T/P) are required to include [external reviews](#) of their research.
- Each level of review shall conduct an independent evaluation and provide substantive feedback to the faculty member, highlighting the faculty member's weaknesses and strengths, as well as areas for improvement, in accordance with the Pathways' schedule.
- Recommendations at each review level must include substantive justifications as to the final recommendations, whether positive or negative.
- Faculty will be given the opportunity to appeal a negative recommendation and/or provide a response at each level of review following the Pathways' timeline.
- In addition to the School/Department Committee, Director/Chair, College Committee, and Dean, those going up for T/P will also be reviewed by a University Committee before being reviewed by the Executive Vice President and Provost.
- The Tenure-Track/Tenure/Promotion dossier will also serve as the Annual faculty evaluation dossier. That is, faculty who are undergoing TT reviews or applying for T/P do not need to submit a separate dossier for their annual evaluation.

For additional information please reference the Handbook of Operating Procedures [ADM 06- 505 FACULTY TENURE AND PROMOTION.](#)

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