**OFFICIAL**

Policy and Procedure Statement 8.11 Performance Evaluation of

Review Cycle: Sept. 1, E5Y Non-Continuing Nontenure

Review Date: Sept. 1,2020 Line Faculty

Reviewer: Provost & VPAA (13 paragraphs)

**Performance Evaluation of Non-Continuing Nontenure Line Faculty**

1. All non-continuing nontenure line faculty will be evaluated at least once annually by their academic programs, departments or schools. The evaluation covers the period of appointment and must be conducted before a re-appointment decision is considered.
2. The purposes of faculty evaluation are to foster self-development; to identify, reinforce, and share the strengths of faculty; to extend opportunities for continuous professional development; and to identify and strengthen the role of faculty members within their departments/schools. The evaluation also provides information to be used in decisions regarding the retention or re-appointment of faculty.
3. This evaluation of faculty is the responsibility of faculty governance; a duty shared by departmental chairs/directors and departmental personnel committees.
4. Texas State University will not discriminate against any person in employment or exclude any person from participating in or receiving the benefits of any of its activities or programs on any basis prohibited by law, including race, color, age, national origin, religion, sex, disability, veterans’ status, or on the basis of sexual orientation or sexual identity.  Equal employment opportunities shall include: personnel transactions of recruitment, employment, training, upgrading, promotion, demotion, termination, and salary.

**Definitions**

1. For the purposes of this document, the following definitions apply:
   1. Personnel Committee members are tenured faculty members who: 1) hold academic rank in a department at a rate of 50% or more and who do not hold an administrative appointment outside of their College, 2) have at least one year of service at Texas State since the official start date of the faculty appointment, and 3) have taught at least eight sections of courses at the college/university level. Tenured faculty who meet only the first provision will serve as non-voting members of the personnel Committee until they have met all three requirements.
   2. Schools have all the rights and obligations noted for departments, and school directors have all the rights and obligations noted for department chairs.
   3. “Neglect of duty" means continuing or repeated substantial neglect of professional responsibilities. (Education Code, Section 51.942) See [Attachment 1](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-11Att1.doc)
   4. Non-continuing faculty are nontenure line faculty appointed on a per-course or FTE basis for only one semester or one academic year, are not tenured, and are not in a tenure-track or term appointment.

**Departmental Policy**

1. Each department/school will have a policy regarding the evaluation of faculty, including non-continuing faculty. The policy will include a definition of criteria and appropriate instruments, and it will specify the relative importance assigned to the various criteria for each major decision affecting faculty.
2. This policy will specify the sources upon which the chair/director and departmental personnel committee will base their judgments. Those sources may include a combination of evaluations suitable to the department/school, such as a self-evaluation by the faculty member; evaluations by administrators, peers, and students; evaluations from those outside the department/school and from other sources. Each policy will provide for an anonymous student evaluation of the teaching of all non-continuing faculty at least once each semester. Each policy will provide an explicit description of the level of performance necessary to meet departmental expectations. In addition, each policy will provide the opportunity for faculty members to review and add written comments to their own evaluations before they are placed officially in departmental personnel files or sent forward for other actions, with the exception of faculty in their first year who are not reappointed.
3. A departmental committee that includes representatives from the nontenured and tenured faculty will develop this policy, which then must be approved by the departmental personnel committee, the chair/director, the college dean, the Provost and Vice President for Academic Affairs and the University Attorney. The departmental chair/school director is responsible for providing all faculty with a copy of the policy and assuring that it is fully implemented.
4. The policy must be reviewed, revised if necessary, and reapproved every three years. A Compliance Certification form must be completed and routed to the Office of the Provost and Vice President for Academic Affairs. ([Attachment II](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-11Att2.doc)).

**Retention and Re-Appointment**

10. The departmental evaluation of non-continuing faculty is the direct source of decisions regarding their retention and re-appointment. In evaluating performance, the departmental personnel committee, chair/director, and college dean will consider the faculty member's contributions in the context of departmental, college, and institutional needs and the faculty member's past performance and career path as applicable.

11. Faculty who meet departmental expectations as determined by the evaluation will be eligible for retention or reappointment.

**Failure of Non-Continuing Faculty to Meet Expectations**

12. Failure to meet departmental expectations will cause the department/school to consider whether reappointment is warranted. If the department determines that a non-continuing faculty member is not to be retained or re-appointed, it will give appropriate notice to the faculty member. If the faculty member is to be retained, the chair/director will provide the faculty member with specific written suggestions for improvement.

**CERTIFICATION STATEMENT**

13. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gene Bourgeois

Provost and Vice President for Academic Affairs

Texas State University

Provost and Vice President for Academic Affairs

Last Updated: September 29, 2015

Send comments and questions to: [tg12@txstate.edu](mailto:tg12@txstate.edu)