



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 60.13, Annual Review of Faculty Members

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy (HSCEP OP) is to establish the policy for faculty performance reviews.

REVIEW: This HSCEP OP will be reviewed March 1 of every odd-numbered year by the vice president for faculty success.

PHILOSOPHY: Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) is committed to providing faculty members with feedback regarding their effectiveness in meeting the institution's mission and vision. TTUHSC El Paso is committed to an annual review of faculty members that:

- Aligns the efforts of university leadership and faculty members with TTUHSC El Paso's mission and vision;
- Promotes goal-setting and accountability in performance reviews;
- Operates with consistency, equity, and transparency;
- Fosters faculty development and optimizes their performance; and
- Encourages effective communication between faculty and university leadership.

Annual faculty reviews provide an assessment of each faculty member's ability to perform his/her responsibilities in teaching, scholarship, clinical service, and academically-related or other public service. Such reviews are not intended to infringe on academic freedom, as expressed in the Texas Tech University (TTU) System Board of Regents' Rules (§04.04.2) and HSCEP OP 60.01. The reviews are to be made without regard to race, ethnicity, color, religion, sex, national origin, age, disability, genetic information, or status as a protected veteran.

Policies governing tenure and promotion and comprehensive performance evaluation of tenured faculty are codified separately in HSCEP OP 60.01 and 60.03, respectively.

POLICY/PROCEDURE:

1. **Standard:** Each school within TTUHSC El Paso shall develop and maintain its own procedures in adherence to the provisions set forth in this policy and the Regents' Rules. Annual faculty reviews shall focus on individual merit related to assigned responsibilities, in accordance with Regents' Rule §04.04, and shall include the faculty member's accomplishments in teaching, research, patient care, and academically-related public service, as applicable. Each school's guidelines for establishing faculty rank and tenure may be used to assess performance. The progress of the faculty member toward promotion and/or tenure shall be included in the annual review process, as applicable.
2. **Notifications:** The dean or his/her designee shall send a notice to the school's faculty members and evaluators regarding the specific forms, criteria, review period, and deadlines for the annual faculty review process.
3. **Scope:** All employed faculty members are subject to annual faculty performance reviews, unless an individual falls under one of the exceptions provided in the component school's notification of annual review. Annual performance reviews for faculty members with appointments to academic administrative positions shall be conducted in accordance with HSCEP OP 10.14.

4. **Review Period:** Faculty performance reviews under this policy shall be conducted on an annual basis. Each school may determine the specific review period applicable to the annual review.
5. **Confidentiality:** Annual faculty review documents shall remain strictly confidential, except as they are conveyed to the dean or other members of the faculty and administration whose duties require knowledge of such information, and as required under applicable laws and regulations.
6. **Self-Assessment:** Each school's review process shall include a faculty self-assessment.
7. **Reviewers:** Reviewers shall include the leader of the faculty member's academic unit or his/her supervisor. Each school's published procedures shall prescribe who will serve as a faculty reviewer.
8. **Faculty Development:** A faculty development plan shall be made available upon the request of the faculty member, the head of his/her academic unit, or his/her supervisor to assist in the achievement of assigned goals and objectives.
9. **Records:** Completed annual faculty review documents shall be kept in the departmental file (for applicable schools) and the Office of Faculty Affairs. Copies of completed documents shall be provided to the faculty member by the reviewer.
10. **Faculty Member's Signature:** The signature of the faculty member being reviewed on his/her review document shall only serve to acknowledge receipt of the annual performance review document. A faculty member's signature does not indicate agreement with the contents of the annual review. Nor does it waive any of his/her rights under rules and policies set forth by the TTU System or TTUHSC El Paso, including those outlined in the Faculty Grievance Procedure available under HSCEP OP 60.10, and other applicable laws and regulations.