

February 23, 2005

MEMORANDUM

TO: Deans and Department Heads

FROM: Karan L. Watson
Dean of Faculties and Associate Provost

SUBJECT: Guidelines for Annual and Mid Term Reviews

Attached is a newly revised set of guidelines and procedures for annual and mid term review of faculty. In past years these guidelines have been a part of the annual Tenure and Promotion Guidelines. We have clarified them and added more information, and they will now be distributed every other year as a separate document. As with the guidelines for Tenure and Promotion, these guidelines are meant to work in conjunction with your own college and departmental procedures.

Please keep in mind that, as noted in the attached guidelines, each department must have its own set of published guidelines on procedures for annual review that have been reviewed and approved by the Dean of Faculties for consistency with University Rules and System Policies. Please send a copy of your guidelines to me for subsequent review whenever there is a change to the procedures. My office will maintain a file with copies of current guidelines for each department.

Colleges and departments are also responsible for ensuring that the guidelines for annual and mid-term review are distributed to faculty on a regular basis (every 2-3 years at minimum, or more frequently when there are changes to the guidelines).

All of this information will also be sent electronically to deans and department heads and will be available on the Dean of Faculties website (<http://www.tamu.edu/dof>). If you have any questions, please give me a call.

cc: Robert M. Gates, President
David B. Prior, Executive Vice President and Provost
Martyn Gunn, Speaker of the Faculty Senate