

**Procedures and Timelines Faculty Annual Reviews in the
College of Education and Human Development
Covering the 2011 Calendar Year**

Faculty annual reviews are the key mechanism for collecting data on the accomplishments and productivity of CEHD faculty. Faculty annual reviews serve several additional and vital purposes, including faculty development, merit salary increases, post-tenure review, and optimal alignment of faculty resources with multiple departmental missions.

For all of these reasons, faculty annual reviews are conducted with the utmost care and diligence.

The following CEHD timelines for faculty annual reviews for the 2008 year were developed to ensure timely annual reviews of all faculty members. Please keep in mind two additional points:

1. All faculty (tenure track, clinical, lecturers, senior lecturers, distinguished professors) complete an A-1 and undergo an annual review.
2. Although each department may develop its own A-1 form, each faculty A-1 must contain the information specified in the "CEHD Standard Information for Inclusion in Faculty A-1s."

Also, please note that the following information does not include timelines for the required annual evaluation of progress toward tenure for non-tenured, tenure-track faculty. The timing of the annual reviews of progress toward securing a successful tenure and promotion review may or may not coincide with the annual faculty evaluation (A-1 evaluation).

In addition to the attached College policy, university guidelines can be found at <http://dof.tamu.edu/admin/faculty/annual-midtermguidelines.pdf> and are based upon requirements and guidelines found in University Rule 12.01.99.M2: Statement on Academic Freedom, Responsibility, Tenure and Promotion (<http://rules-saps.tamu.edu/PDFs/12.01.99.M2.pdf>).

**Tentative Timeline for CEHD Faculty Annual Reviews:
Transition Year Reporting Period Covers Productivity for Calendar Year 2011**

- January 13, 2012** DH submits electronic copies of the faculty A-1s and vitae via a CD, plus one hard copy set of the A-1s to Nicole Ellis in the Dean's Office.
(Hard copies of the faculty vitae are not necessary.)
- April 13, 2012** DH submits faculty A-2s to the Dean's office by sending one electronic copy via CD and one hard copy set to Nicole Ellis in the Dean's Office.

College of Education and Human Development
Texas A&M University
Alignment of Faculty Expectations with A-1's and Promotion and Tenure
Approved by the Dean's Council February 1, 2011

Committee

Chair: Mary Alfred

Members: Rick Kreider, Fred Nafukho, Dennie Smith, Vic Willson, Cindy Boettcher

The members of the committee agree that the A-1 is aligned with tenure and promotion expectations and provide data that can be used in the tenure and promotion process. Along with the A-1 is the A-2 that provides an annual review of the candidate's progress towards tenure and promotion. Successful annual reviews contribute to the overall assessment for the tenure and promotion process. In addition, all non-tenured, tenure-track faculty will have an annual review by a departmental review committee who will provide specific feedback to the faculty on progress toward tenure and promotion. This feedback will be considered by the department head in writing the A-2 report. Moreover, the candidate statement in the A-1 document must clearly identify specific research, teaching, and service goals which must be supported with evidence in the A-1 document.

Overall, alignment of the annual review to tenure and promotion would encompass the following:

1. An A-1 report that documents annual productivity in research, teaching, and service
2. A candidate statement in the A-1 outlining specific research, teaching, and service goals which are supported with evidence in the A-1 document
3. A departmental committee review for all non-tenured, tenure-track faculty with specific feedback to the candidate
4. Department head will consider the feedback from the department review committee in the A-2 report to the faculty
5. The A-2 report will provide an assessment of the faculty's progression to tenure and promotion with specific recommendations when necessary

The committee agreed that there needs to be general expectations/guidelines from the college, but each department should have flexibility to structure the A-1 to capture the nuances of that department. As a result, we present some suggested values statements to guide expectations for annual evaluation and tenure and promotion review.

Research

We value:

- Engaging in significant research activities
- Generating external funds to support research
- Collaboration among faculty to secure research funds
- Supporting graduate students with research assistantships
- Involving graduate and undergraduate students in research activities
- Publications from research initiatives
- Publications in high quality journals and high impact practitioner journals
- Publications and presentations with graduate students

Teaching

We value:

- Generating external funds to support teaching
- Scholarship related to teaching and learning
- Teaching both graduate and undergraduate students
- High quality teaching
- Peer review of teaching
- Student feedback related to teaching
- Evidence of student success in their receptive professionals
- Professional development related to teaching
- Innovation in teaching
- Bringing diversity into the curriculum
- Organizing and conducting study abroad programs
- Using technology to enhance teaching
- Innovative program and course development
- Mentoring graduate and undergraduate students
- Mentoring doctoral students through the dissertation
- Developing doctoral students for the professoriate and other professional careers

Service

We value:

- Participation in events at the department, college and university level
- Providing service to the university
- Providing service to professional organizations
- Providing service to the community
- Leadership in professional organizations
- The recruitment of diverse students
- Generating external funding to support recruitment of diverse students
- The traditions and values of Texas A&M University
- Serving as experts in communication with the media on teaching, research, and service