

**Department of Educational Administration and Human Resource Development
Texas A&M University**

Departmental Policy on Collaborative Remedial Plan for a Finding of Unsatisfactory on A1's

A finding of unsatisfactory on an A1 in research or any other two areas (teaching and service) will constitute a finding of unsatisfactory on that A1. A finding of unsatisfactory on three consecutive years requires that the faculty member be entered into the post-tenure review process at the University level, a process which is managed by the Dean of Faculties Office.

When any faculty member is unsatisfactory on their A1's in research or any other two areas, given the faculty work load distribution (percentages on teaching, research, and service), that faculty member will be provided with an opportunity to collaborate with the Department Head on a remedial plan.

Faculty distribution of work load percentages will affect decisions of whether a faculty is placed on a remedial plan. For instance, if a faculty member is listed as 40% on research, that faculty member will be expected to meet all departmental benchmarks in research. However, if a faculty has a 20% distribution of work load in research, that faculty will be expected to meet only part of the departmental benchmark in research. Since there are so many combinations of work load distribution and so many different benchmarks, the determination of whether a faculty meets the benchmarks in any one area, given that faculty's work load distribution, will be made by the Head.

Within two weeks after the due date for A1's, the Head will determine if there are any faculty members who may require a remedial plan because of being unsatisfactory in research or any other two areas. The A1's of the faculty members so designated by the Head will be taken to the Executive Committee who will collaborate with the Head on the decision of whether a faculty member should have a remedial plan.

Faculty that the Head and Executive Committee agree require a remedial plan will be immediately notified of this decision, and a meeting will be immediately scheduled for the faculty member and Head to collaborate on drawing up a remedial plan. This will occur prior to the faculty member's A2 meeting with the Head, and the resulting remedial plan will be reflected on the A2.

If the faculty member does not agree with the designation of unsatisfactory or if the faculty member and Head cannot come to agreement on the remedial plan, the matter will be referred back to the Executive Committee. The faculty member will be invited to a meeting of the Executive Committee to present her or his case. After hearing the faculty member present his or her case, the Executive Committee will, in collaboration with the Head, make the final decision on the issue at hand. The Head will communicate that decision to the faculty member.

The department will follow the CEHD Post-Tenure Review guidelines approved by the DOF on October 4, 2011.