B. Annual merit reviews:

1. The Dean shall conduct an annual review of all faculty who are tenured or tenure-track in the Bush School, or who have received salary compensation from the Bush School for instruction or administrative duties. Faculty members will be asked to submit material for the review in a timely fashion. This material will include a statement of teaching, research, service, and administrative activities. The Dean may confer with and solicit advice from the Executive Associate Dean or from the Program Director or Center Director who has immediate oversight responsibility for the faculty person under review. When appropriate, the Dean’s review will be shared with the head of the unit designated as the Administrative Location (Adloc) for that faculty member. The Dean may also delegate responsibility for collecting and examining faculty materials and for preparing initial written evaluations to the Executive Associate Dean or Program Directors.

2. In the case of pre-tenure, tenure-track faculty, the timing of the submission of review materials will depend on the year of review. A calendar of submission dates will be published annually by the Dean. As a general guideline, materials for first-, second-, fourth-, and fifth-year reviews will be submitted to faculty members’ program directors 30 days prior to the meeting of the Promotion and Tenure Committee (normally in late-March or early-April). Materials for third-year (mid-term) reviews will be submitted by December 15th and materials for promotion and tenure will be submitted by July 1st. The materials will be reviewed by the Promotion and Tenure Committee for Instructors and Assistant Professors, as described in paragraph III.C of this document.

3. Salary recommendations shall be based on criteria that pertain to the teaching, research, administrative or service responsibilities of the faculty member at the Bush School.

4. The Dean’s annual review will also determine whether faculty tenured in the Bush School are performing satisfactorily
or unsatisfactorily in accordance with the School's post-tenure review practices as set forth in Section III. G of these bylaws.

5. Faculty in positions that are neither tenured nor tenure-track (e.g., lecturers, visiting appointments, adjuncts) shall have their status considered annually by the Dean or the Dean's designated representatives. They may be renewed on a year-to-year basis or for longer periods by letter of agreement. These faculty members will be evaluated on the basis of responsibilities stipulated in their letters of agreement, and they will be notified in writing about the outcome of their review. Continued employment will depend on their performance and the needs of the School.

6. No faculty member may receive an overall satisfactory rating on their annual review if they have not complied with all of the training requirements specified under TAMUS Regulation 33.05.02 (http://www.tamus.edu/offices/policy/policies/pdf/33-05-02.pdf).

C. Annual Reviews for Contract Renewals of Tenure-Track Faculty

1. Tenure-track faculty are individuals who are not currently tenured in the Bush School, but whose formal appointment stipulates that they will be considered for tenure after a probationary period. Tenure decisions in the Bush School are based upon an evaluation of faculty performance according to the rules of the University and these by-laws.

2. Faculty in the tenure track are appointed on a year-to-year probationary basis in anticipation of formal reviews that typically occur during the third and sixth year. The Dean, in consultation with the Promotion and Tenure Committee for Instructors and Assistant Professors, will conduct first, second, fourth, and fifth year reviews of a less formal nature (in comparison to those for mid-term and promotion and tenure) of all tenure-track faculty members for the purpose of judging satisfactory performance relevant to contract renewal.
a. With the exception of formal promotion and tenure reviews, the Promotion and Tenure Committee will conduct annual reviews of tenure-track junior faculty in late March or early April. Reviews of faculty being considered for promotion to associate or full professor will be conducted in mid November.

b. For third and sixth year reviews, the Dean shall solicit and make available to members of the Promotion and Tenure Committee written evaluations from an appointed subcommittee prior to the faculty meeting. This subcommittee, called the Evaluation Subcommittee, shall be appointed by the Dean. The primary purpose of the subcommittee is to ascertain, through review of appropriate materials, that the faculty member is making satisfactory progress toward promotion and the award of tenure in accordance with the criteria described in paragraphs III.D.12, 13, 14 of these by-laws. Materials considered appropriate include written statements by the faculty member and other materials listed in paragraph III.D.2 of these by-laws. Where appropriate, and especially where it lacks the necessary disciplinary background or other expertise, the Evaluation Subcommittee may solicit assessments of the faculty member’s research from senior scholars in his or her field who are in other universities or other departments at Texas A&M. These may be in addition to the formal outside letters required for promotion and tenure decisions described in paragraph III.D.5 of these by-laws.

c. A Promotion and Tenure Committee vote on satisfactory/unsatisfactory progress toward tenure and contract renewal shall be taken annually and transmitted through the Dean to the Provost. A narrative will be provided to capture the overall sense of the committee about the candidate’s progress.

d. If the Dean’s decision on a contract renewal is contrary to that of the Promotion and Tenure Committee, then the Promotion and Tenure Committee shall be notified prior to
transmittal of a recommendation to the Provost. Individuals who have been reviewed shall be notified in writing of the Promotion and Tenure Committee’s vote and the Dean’s recommendation as soon as possible but no later than 30 days after the faculty meeting.

3. The annual review of tenure-track faculty aims to gauge and monitor the candidate’s progress through the probationary period. The relevant criteria are those applicable to the eventual granting of promotion and tenure, i.e., teaching, research, and service standards for individual performance described in paragraphs III.C.12, 13, 14 of these by-laws.

4. Completion of the Ph.D. is expected within the first year of probationary status. Failure to fulfill all requirements for the Ph.D. is grounds for non-renewal of a probationary contract.
February 23, 2011

MEMORANDUM

TO: Bush School Faculty and Staff

FROM: Ryan C. Crocker
Dean and Holder of the Edward & Howard Kruse Endowed Chair

SUBJECT: Annual Performance Reviews and Required Data Submissions
Reporting Period April 1, 2010 – March 31, 2011

University policy calls for annual reviews of all tenured, tenure-track, and non-tenured faculty and staff personnel. These reviews are conducted for performance evaluation, professional development, and, if available, merit pay considerations. Also, annual reports and budgets for endowed academic chair, professorship, and fellowship holders are required to provide appropriate administrative oversight and budget approval. Accordingly, this memorandum informs all Bush School personnel about the evaluation process and required data submissions as required by TAMU and Bush School policies. The paragraphs below provide more specific guidance to faculty and staff personnel.

Tenured Faculty Please provide an update covering April 2010 – March 2011 using the attached outline as a template. You may wish to consult the policy on Annual Reviews regarding the information needed for this statement at http://rules-saps.tamu.edu/PDFs/12.01.99.M2.pdf and in your copy of the Bush School Bylaws Article III. Your Performance Review statement should be no more than three pages in length. It should be accompanied by an updated curriculum vitae as of March 2011. Kindly forward these materials to your respective Program Director by March 31, 2011.

Academic Chair/Endowed Professorship/Endowed Fellowship Holders In addition to your report as a faculty member, I need your annual report as an endowed chair, professorship, or fellowship holder to include the following: (1) the uses of fiscal resources from this position for the current reporting period, (2) the resultant benefits derived from the use of these resources for the current reporting period, (3) if a continuing commitment, a budget estimate for the expected uses of endowed resources for the next reporting period, and (4) if a continuing commitment, expected benefits to be derived from use of endowed resources for the next reporting period. These submissions must be received by the respective Program Directors no later than March 31 along with the data submissions related to the annual performance review. Use the attached template as a guide for the data submission.

Non-Tenured, Tenure-Track Faculty By March 21, 2011, please provide your Program Director with a narrative statement about the status of current projects and scholarly plans as well as a report of research, teaching, and service accomplishments with supporting materials consistent with the school's bylaws as described in paragraph III.C. Use the attached template as a guide. A copy of your updated curriculum vitae as of March 2011 should also be attached. Each Program Director will forward them to the P&T Committee for their review and action. The narrative statement detailing professional accomplishments and scholarly plans, file materials, and current vitae will be reviewed by the P&T Committee during the spring 2011 semester. Your Program Directors will report to you by letter the formal comments from the P&T Committee and the evaluation based on the materials you provide and other feedback as applicable. Third-year reviews are administered under the provisions outlined in a separate memorandum.
Academic Administrators/Program Directors with Faculty Status  Following the above guidelines for tenured faculty, academic administrators should provide an update for the period from April 2010 – March 2011, to include administrative duties, contributions and goal attainment, to their immediate supervisor by May 6, 2011. Use the attached Annual Review Report form, with special attention to item #5.

Faculty in Non-Tenure-Track Positions Bush School resident Lecturers, Senior Lecturers, and Visiting faculty should provide their respective Program Director with a letter outlining scholarly, teaching and service accomplishments and any supporting materials that are appropriate. Use the attached outline as a guide. You may also describe plans for scholarly or teaching projects for the future. Please submit all materials to include an updated vitae as of March 2011 by March 31.

Staff and their First-Line Supervisors The annual performance evaluation and development process for all non-faculty employees at Texas A&M University must be completed by May 20, 2011, to reflect employee performance from April 1, 2010 – March 31, 2011. Performance evaluation feedback must be documented on the Texas A&M University’s Performance Development Form for Non-Faculty Employees. Each staff member should work with their immediate supervisor in a collaborative manner to complete this form. It is available on the TAMU HR website at http://codinfo.tamu.edu/docs/performEvals/617PD Eval.pdf. Staff supervisors should set a due date for the submission of evaluation materials and notify staff accordingly. All Bush School staff performance evaluations should be completed and forwarded by May 20, 2011, to either the Executive Associate Dean, for those units/areas reporting to the Executive Associate Dean, or to the Dean, for those areas reporting directly to him.

Thank you for participating in these annual performance reviews and for submitting relevant data and materials. The personal and professional development stemming from these reviews will strengthen the “culture of excellence” and high quality of scholarship, teaching, service, and administration that exists in the Bush School.

Attachment
DATE

MEMORANDUM

TO: Program Director (or Administrative Supervisor)

FROM: Faculty Member (or Academic Administrator)

SUBJECT: Data Submissions for Annual Report Period - April 1, 2010 – March 31, 2011

1) Research (please include full citations for published work):

2) Teaching:

3) Service:

4) Chair Holder, Endowed Professorship, and Endowed Fellowship Annual Report (see second page)

5) Administrative Duties, Contributions, and Accomplishments (as appropriate):

6) Status of Current Projects:

7) Scholarly Plans for next reporting period:

8) Long-Term Objectives:

9) Other Information (as desired):

Attachment: Updated CV as of March 2011
Chair Holder, Endowed Professorship, and Endowed Fellowship Annual Report
2010-2011

(1) Uses of fiscal resources from this position for the current reporting period

(2) Resultant benefits derived from the use of these resources for the current reporting period

(3) If a continuing commitment, a budget estimate for the expected uses of endowed resources for the next reporting period

(4) If a continuing commitment, expected benefits to be derived from use of endowed resources for the next reporting period.