

STANDARD OPERATING PROCEDURES FOR POST TENURE REVIEW COMMITTEE (PTR)

1. TERMS OF OFFICE
 - a. COMMITTEE MEMBERS
 1. Members elected by the Faculty Assembly will serve for a term of three years.
 2. Members elected by the Chairs' Council will serve for a term of three years.
 3. External Faculty appointed for service on the committee from another school within UTMB will serve for a term of three years.
 - b. COMMITTEE CHAIR
 1. Will be elected by the members of the committee, and
 2. Will serve as chair-elect for a period of one year; term of office to begin September 1.
 - c. COMMITTEE CHAIR-ELECT
 1. Will be elected by the members of the committee,
 2. Will serve as chair-elect for a period of one year; term of office to begin September 1, and
 3. Will assume the position of chair upon completion of the one-year term as chair-elect.
2. SIMULTANEOUS SERVICE ON APT & PTR COMMITTEES WILL NOT BE PERMITTED. This is so that the two reviews may remain separate & distinct.
3. CONFIDENTIALITY OF DOCUMENTS
 - a. Materials reviewed by the PTR are of a personal nature & will be treated in a confidential manner.
 1. Review materials will be maintained in a secure location during the review process,
 2. Copies or abstracts of such material, not to be kept in the committee's permanent files, shall be destroyed at the close of committee deliberations,
 3. And all materials submitted by the individual shall be returned intact to the individual at the close of committee deliberations.
 - b. Records of the PTR recommendations and correspondence shall be maintained in locked files. Access to PTR records by individuals other than committee members shall require the Dean's approval, except
 1. that faculty members may request of the PTR chair that the faculty member view their own files, and
 2. view the contents of their own files under supervision, make copies of documents present, but not remove documents.
4. CONFLICT OF INTEREST: Committee members with a vested interest in a recommendation and/or members of the faculty member's department shall absent themselves during consideration of and voting on a recommendation, with the exception of the individual's chair/supervisor as specified in the SAHS' Implementation Plan for Periodic Performance Evaluation of Tenured Faculty.

5. TENURE REVIEW WHILE SERVING ON THE PTR OR ON THE APT COMMITTEE
 - a. A tenured faculty may NOT serve on either the PTR or APT during the yearly period in which s/he is to be reviewed.
 - b. Any faculty member serving on either of these committees, during the period in which he/she is to be reviewed, as a post tenure member of the faculty, shall not serve in the deliberations related to his/her review or any review for that annual review period. An alternate will be elected by the faculty if such a conflict exists and S/he shall expressly avoid seeking information from any member of either committee until such time as that information is forwarded.
 - c. The folders of individuals serving on the APT & TR committees will not be reviewed by the PTR of another school within UTMB as a substitute for review by the SAHS process for post-tenure review.

6. SCHEDULING OF POST-TENURE REVIEW
 - a. The PTR chair will inform individual faculty members by letter, no later than February 1 that they are to be reviewed in September of the same year. A copy of the letter will be sent to the Dean as well as to the faculty member's chair or supervisor.
 - b. A mechanism will be developed, in concert with appropriate individuals in the administrative offices of the SAHS, to utilize computer tracking of both the dates of individual post-tenure reviews & the schedule of review of other tenured faculty. This record will be accessible to the chair and chair-elect of the PTR for the following purposes:
 1. Annually providing a schedule indicating the time for each tenured faculty's next review, to the tenured faculty on or about October 1, so that he/she can schedule preparation of his/her review materials.
 2. Sending letters, no later than February 1 of each year, to those faculty members to be reviewed in September of that same year.

7. REVIEW OF INDIVIDUALS BY THE PTR
 - a. All materials submitted by a faculty member for the purpose of post-tenure review will be reviewed by the PTR, regardless of APT Committee findings.
 - b. The PTR review of every individual will be both separate from & independent of that of the APT Committee.
 - c. To fulfill the criteria of two independent reviews under the post tenure review process, APT Committee findings forwarded to the PTR will remain sealed until the PTR Committee has completed its own review of the individual's folder. The PTR Committee will then evaluate the findings for congruence between APT and TR committees.
 - d. In case of incongruence, the PTR Committee will meet with the APT Committee and attempt to resolve the incongruence. Letters will be sent that discuss the incongruence if no resolve is accomplished. Should the two committees not reach agreement in an expeditious fashion, the findings of the PTR Committee will be forwarded to the Dean noting how the APT Committee's findings differed.

8. COORDINATION OF REVIEW OF AN INDIVIDUAL FOR PROMOTION TO ASSOCIATE PROFESSOR OR PROFESSOR AND REVIEW OF SAME AS TENURED MEMBER OF THE FACULTY.
- a. Review of an individual for promotion to associate professor or professor will be conducted separately from review, as a tenured faculty member, of the same individual.
 - b. In those instances where a tenured faculty member applies for promotion to associate professor or to professor, which normally calls for an in-depth and extensive review of the faculty member's role within the SAHS and its larger community, it becomes necessary to avoid duplication of effort in preparation of folders. Therefore, the following process will be utilized:
 1. An individual applying for promotion to associate professor or professor three or more years after being tenured or after her/his last review as a tenured member of the faculty, will submit one folder to the APT Committee.
 2. This folder will contain all the materials required for consideration for promotion as well as all materials required for post-tenure review.
 3. The APT Committee will review the individual's folder for consideration of promotion and make a recommendation regarding promotion.
 4. In a separate deliberation, the APT Committee will consider those sections of the individual's folder, as specified in the SAHS PTR document, for the purpose of a post-tenure review for the time period elapsed since her/his tenure or since the last post-tenure review, whichever is more recent. The APT committee will then make its recommendations regarding the issue of post-tenure review.
 - a. The post-tenure findings, together with the appropriate and pertinent sections of the individual's folder specified in the PTR document, will be forwarded to the PTR Committee.
 - b. The PTR Committee will review the APT Committee's findings as well as the accompanying documentation, and as specified in the SAHS PTR document, report its findings and those of the APT Committee to the Dean.
 5. The post-tenure review of an individual will be entered into the schedule for review of post-tenured faculty, noting the next review to be six years later unless the recommendation is the individual should be re-reviewed in two years, in which case the faculty member will be formally notified.

Flow Chart of Process

