

College of Fine Arts Policy and Process on Five-Year Review for Tenured Faculty, Professors of Professional Practice, and Instructors

The purpose of continued professional peer review of faculty is to provide effective evaluation, beneficial counsel, and timely and positive assistance to ensure that each faculty member has every opportunity, consistent with departmental, college and university goals, to experience healthy professional development and productivity throughout the faculty member's entire career.

In the College of Fine Arts, each full-time faculty member will be reviewed and evaluated at least every 5 years. These reviews will take place in the spring semester. The review criteria should be established by the school/department and align with university and college procedures for all areas of evaluation to include teaching, research/creative activity (in the case of Tenured Faculty and PPP), service, advising and related activities, professional development, and professional ethics.

If a faculty member seeks to postpone their review, they must have approval from their Chair/Director and the Dean. If an extension is approved, the review materials will be due the following fall, on or before the first Tuesday in September, and the Chair/Director and Department/School Promotion and Tenure Committee will review the materials following the dates indicated in the [TCU Promotion and Tenure calendar](#) (found in Appendix A). Any further postponements must have approval from the Chair/Director and the Dean.

Materials to be included for review are determined by the department/school.

The process and procedure for five-year review should be as follows:

1. By the first Monday in December, Chairs/Directors will initiate the collection of review materials with faculty members due for their five reviews. At this time, Chairs/Directors will create a Box folder where faculty will submit their materials.
2. By the third Tuesday in January, faculty will submit their materials to the Box folder.
3. By the second Monday in February the School/Department Promotion and Tenure Committee will review the faculty member's materials and submit a letter of assessment to the faculty member, with a copy going to the chair/director.
4. By the first Monday in March the chair/director will write a letter to the faculty member, offering additional comments to the School/Department P&T Committee evaluation. This letter may include, as an addendum, a faculty development plan that includes methods for assessing achievement. If significant areas of deficiency are identified, the faculty development plan must include a performance improvement plan.
5. By the fourth Monday in March the faculty member will have met with the chair/director to discuss the evaluation and will have written a response accepting

or disagreeing with the committee and chair/director's evaluations; this response may be conveyed via email.

6. The letters and the faculty member's response will be shared with the Dean and forwarded by the Dean's Office to the Provost.

To access the TCU Post Tenure Review policy for tenured faculty, see "Section 3.B: Professional Review and Development of Tenured Faculty" of the "[Faculty Appointment, Reappointment and Promotion Policy.](#)"

Review Committees by Rank

Tenured Faculty: While membership in the Departmental Promotion and Tenure Committee is to be determined by each unit, the committee must be limited to tenured faculty and include a minimum of 3 members. If the unit has fewer than 2 tenured faculty who are eligible to serve, then the Chair/Director will work with the Associate Dean for Research and Faculty Development to appoint a tenured faculty member from another unit who can serve on this committee.

Instructors: While membership in the Departmental Promotion and Tenure Committee is to be determined by each unit, the committee will include at least one Instructor at or above the rank of the Instructor under review. In units without an eligible Instructor to serve, the Chair/Director will work with the Associate Dean for Research and Faculty Development to appoint an eligible Instructor from another unit who can serve on this committee.

Professors of Professional Practice: While membership in the Departmental Promotion and Tenure Committee is to be determined by each unit, the committee will include at least one PPP at or above the rank of the PPP under review. In units without an eligible PPP to serve, the Chair/Director will work with the Associate Dean for Research and Faculty Development to appoint an eligible PPP from another unit who can serve on this committee.