



TENURE UNIT STANDARD ROUTING SHEET

In support of the following academic policy statements, tenure unit performance standards will be maintained and made publicly available by the Office of the Provost's Faculty Records Team. Per policy, each of these sets of standards will be reviewed every five (5) years, submitted to the Office of the Provost using this routing form for all signatures.

- APS [900417](#), Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty
- APS [980204](#), Performance Evaluation of Tenured Faculty (Post-Tenure Review)
- APS [820317](#), The Faculty Evaluation System of Tenured and Tenure-Track Faculty

Please note the following:

- Use a separate routing sheet for each set of tenure unit standards.
- Submit files in portable document format (PDF) only.
- Ensure the set of standards being submitted **have been approved** by the tenure unit **and** college dean.

Tenure Unit: Library Technical Services

College/Unit:

☐ CAM	☐ COCJ	☐ CHSS	☐ COM	☒ NGL
☐ COBA	☐ COE	☐ COHS	☐ COSET	

Standard:

☐ Promotion and Tenure ☒ Post-Tenure Review ☐ Faculty Evaluation System (FES)

Contact:

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Approved By:

Department Chair

College Dean

Provost & Sr. VP for Academic Affairs

Per the legislative imperative expressed in Section 51.942 of the Texas Education Code, colloquially known as SB 149 and hereinafter called Section 51.942, tenured faculty members are to be peer reviewed every five years. At the end of the fifth year, a DPTAC will conduct a review of the faculty member's Annual Individual Professional Evaluations for the time period in question (3.0 and 4.02b of the APS 980204). It is understood that the standards applied to the performance evaluation will be those enforced during the years under review.

Newton Gresham Library's Department of Technical Services will follow the policies in the university APS 980204 for practices and procedures regarding review of tenured faculty. Evaluation standard categories will be the same as those in the department's interpretation of APS 820317.

The faculty member will be considered to have satisfied appropriate minimum performance standards if, on the FES Summary Report for the five-year period under consideration:

(1) The summed rating for FES 1 DIR totals at least **15**

Sum for the 5 year period under review is at least satisfactory, the performance as a librarian is favorable on balance and *at times exceeds the satisfactory level of performance*.

(2) The summed ratings of the other FES categories (FES 3 and FES 4) total at least **25**

For the 5 year period under review, this number leaves a margin if either FES 3 or 4 is at times less than satisfactory. However, this number also expects performance in either category *to meet or exceed the satisfactory level at times*.

If simple majority or greater of the DPTAC voting by secret ballot determines that the faculty member meets or exceeds the accepted minimum standards of the unit, the faculty member shall be notified in writing by the DPTAC of the vote and as satisfying the PETF, and no further action shall be required. A copy of this written notification shall be sent to the department director, Executive Director of Library Services, and Provost. DPTAC members must be present to vote unless on faculty developmental leave or other approved leave.

Should the reviewed faculty member fail to receive at least a simple majority of the votes of approval from the DPTAC, the faculty member shall be subject to the procedures outlined in the PCPE beginning with APS 980204 5.02(a). The faculty member shall be notified of this outcome in writing, and a copy of this written notification shall be sent to the chair, dean, and Provost.