Rice University Faculty Policy No. 214-17

FACULTY PERFORMANCE REVIEWS

This policy is issued with the review and approval of the Faculty Senate (November 15, 2017) and the Deans' Council (______, 2017) and supersedes all previous versions of Policy 214.

As part of the continuing evaluation of the professional growth of each member of the faculty, department chairs or direct academic supervisors will hold a performance review according to the schedule detailed in this policy of all faculty (including, but not limited to, tenured and tenure-track faculty, research faculty, teaching faculty, professors in the practice, lecturers, and instructors). These reviews will be both in person and in writing with a mutually signed copy for both parties.

Each department chair or direct academic supervisor will maintain in the departmental office summaries of these reviews, including copies of any written evaluations given to faculty as part of the review process. Evaluations should generally be completed in the spring semester according to the schedule for faculty promotions, evaluations, and appointment renewal issued before the fall semester each year by the Provost's Office. Department chairs or direct academic supervisors will send copies of written summaries to deans at the end of each academic year for the evaluations completed in that academic year. Department chairs or direct academic supervisors will certify to the dean and provost, as part of the departmental report prepared at the conclusion of the academic year, that reviews have been completed according to the schedule below for faculty involved in teaching, listing the individuals reviewed and the dates of the reviews on the report.

Performance reviews of tenured and tenure-track faculty by department chairs or direct academic supervisors will evaluate teaching, research, scholarship (including as appropriate creative works in the arts and architecture), and service. Performance reviews of teaching faculty, professors in the practice, lecturers, and instructors will evaluate teaching and, where applicable, service. In all cases, evaluations of teaching by students and peers and other means as relevant must be considered.

SCHEDULE FOR REVIEWS

TENURED FACULTY IN THE TENURE-TRACK RANKS

Professors (including department chairs) will be reviewed at least every five years and associate professors with tenure (including department chairs) will be reviewed at least every three years. Detailed reviews of tenured associate professors will occur in the ninth year of service at rank for consideration by the Promotion and Tenure Committee and every third year thereafter. These reviews may be at more frequent intervals if requested by the tenured faculty member or if deemed to be in the best interest of the department by the department chair after consultation with the dean.

Faculty who are serving as department chairs when their evaluation becomes due will be
evaluated by their dean or designee.

NON-TENURED FACULTY IN THE TENURE-TRACK RANKS

Each non-tenured tenure-track faculty member should receive an annual performance review; faculty on a four-year contract should receive a more-detailed performance evaluation by the department chair by the end of the first month of the sixth semester of a first four-year contract term. Copies of this evaluation should be entered into the departmental files and forwarded to the dean and to the provost. The latter evaluation will serve as a partial basis for the departmental recommendation, later that semester, about renewal to a second term (see Procedures for Faculty Appointments, Promotion, Tenure, and Reappointments). The evaluation should be part of the departmental dossier relating to renewal.

In schools without a departmental structure, written performance evaluations are the responsibility of the dean, who may delegate that responsibility to the chair of the School Promotion and Tenure Committee or to the tenured faculty of the scholarship area identified in the candidate's appointment letter.

FACULTY IN THE NON-TENURE-TRACK RANKS

All full- or part-time faculty in the non-tenure-track faculty ranks should receive an annual performance review. Faculty in promotable non-tenure track ranks should receive a more in-depth review at least once in every 6 fall/spring semesters of employment (whether teaching in contiguous semesters or not) or prior to a year in which promotion is being considered. For three-year reviews, or pre-promotion reviews, a minimum of two letters from those familiar with the teaching, research, and service (each as appropriate to the appointment) of the individual should be included. Copies of this review should be entered into the department files and forwarded to the dean and to the provost.

For term contract extension or non-renewal of all non-tenure track faculty, a copy of the most recent written performance evaluation will be forwarded to the dean with the departmental recommendation.

CONTEXT

Such performance reviews are advisory in nature, are intended to provide constructive feedback, and are part of the overall review a faculty member receives about his or her performance, including verbal comments and teaching evaluations. Such performance reviews are also not necessarily determinative of future outcomes of promotion, tenure or retention decisions. In particular, the deliberation associated with a promotion and tenure case entails searching inquiry of a nature, range and depth that is beyond the scope of interim performance reviews and involves the consideration of many additional materials and sources beyond the interim performance review; thus, as all faculty know, such deliberations may lead to outcomes not anticipated in prior performance reviews.

IMPLEMENTATION
In schools where departments do not exist, evaluations will be conducted by the dean.

I. Links to Additional Information

Policy 201–17 Faculty Appointments, Promotions, and Tenure [insert link]
Procedures for Faculty Appointments, Promotion, Tenure and Renewal of Contracts [insert link]

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President

Policy History
Revised: ____________, 2017

March 25, 2003
September 16, 1996
September 10, 1982
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