



Standard Administrative Procedure (SAP)

12.01.99.L0.03 Performance Evaluations for Faculty

First Approved: May 13, 2021
Revised: May 13, 2021
Next Scheduled Review: May 13, 2026

Procedure Statement and Reason for Procedure

Faculty performance evaluations are necessary to communicate the faculty member's overall performance during a review period, recognize meritorious performance, and identify areas needing improvement for the following evaluation period.

The purpose of this SAP is to establish procedures for conducting performance evaluations for faculty employees at Texas A&M International University (TAMIU).

Procedures and Responsibilities

1. GENERAL

- 1.1 Every full-time faculty member will be evaluated using the guidelines set forth in the TAMIU [Faculty Handbook](#) under the chapter called *Evaluation and Promotion of Faculty* which defines the annual performance review process. This process is launched University-wide by the Office of the Provost and Vice President of Academic Affairs.
- 1.2 The formal evaluation is the responsibility of department chairs and/or deans and will be conducted by them. Each year, the department chair will provide a written evaluation and hold an evaluative conference with each faculty member of the department prior to the beginning of final exams for the Spring Semester.
- 1.3 The written evaluation should recognize areas of excellence and note opportunities for professional growth. It shall include an evaluation of teaching, service, and research— as required for the particular position. It shall also verify that the faculty member is compliant with applicable policies, regulations, rules, and procedures.

Related Statutes, Policies, Regulations, or Rules

[System Policy 12.01, Academic Freedom, Responsibility and Tenure](#)

[System Regulation 12.01.01, Institutional Rules for Implementing Tenure](#)

[System Policy 12.06, Post-Tenure Review of Faculty and Teaching Effectiveness](#)

[TAMIU Faculty Handbook](#)

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