

Guidelines for Faculty Development Plan The University of Texas at San Antonio

Faculty members may become subject to a Faculty Development Plan after a Comprehensive Periodic Evaluation of Tenured Faculty (CPE) review. This set of guidelines provides information for faculty undergoing a Faculty Development Plan as prescribed by the *Handbook of Operating Procedures (HOP)*, chapter 2.22 (D) “Establishment and Implementation of a Faculty Development Plan (FDP).” <http://utsa.edu/hop/chapter2/2-22.html>. These guidelines also provide information to department chairs and deans involved in the development and review of the FDP. These guidelines are reviewed annually and updated as needed by the Office of the Provost and Vice President for Academic Affairs.

In accordance with HOP 2.22 (C) “Outcome of Comprehensive Performance Evaluation,” if a faculty member receives an “unsatisfactory” in any category of review (teaching, research/scholarly/creative activities, or service), the Dean, in consultation with the Department Chair and the Chair of the Department CPE Review Committee (DCPER), may place the faculty member on a FDP.

Once the faculty member has been notified, the Department Chair, in consultation with the faculty member, will draft a Faculty Development Plan (FDP) proposal to the Dean with specific goals that address the problems that have emerged over the course of the evaluation period. The Dean and Chair may wish to consult with the Faculty Center (4th floor of JPL) for assistance in identifying appropriate developmental activities and goals that would address the unsatisfactory category of performance.

If, for example, the problem is research productivity, the FDP might recommend a series of concrete steps that the faculty member should take towards increased productivity (e.g., completion of data collection process and submission of resulting manuscript(s); draft of book submitted to editor). The FDP should specify meaningful short-term criteria that move towards the longer term goals, such that the specific criteria can be accomplished in the faculty member’s field of research within one (1) or two (2) years. In formulating the FDP, the Dean and Department Chair should use national norms of the discipline as well as College and Department guidelines on productivity.

Should the area of concern involve teaching effectiveness, the FDP might recommend participation in developmental workshops and other programs through the Faculty Center to improve classroom performance. Lastly, deficiencies in the area of service should be rectified with concrete plans that give the faculty member opportunities to engage in work that reflects the role of a senior faculty member in the Department, College and University.

The FDP should identify a limited time frame within which the faculty member is expected to improve her or his performance, ideally one (1) or two (2) years, unless a longer timeline is approved by the Dean. Once the Dean approves the FDP, the Department Chair should meet with the faculty member to review the plan. The FDP must be signed by the Dean, the Department Chair and the faculty member. If the faculty member refuses to do so, the Chair should note and date that fact on the FDP form. **Note: The FDP must have the following statement placed just below the signature line: “Failure to perform according to the terms of this agreement may result in further corrective action, up to and including termination.”**

The Chair will monitor the faculty member's adherence to the FDP on an annual basis. The FDP will include a deadline by which the faculty member must submit a progress report for the first year of the FDP to the current Department CPE Review Committee. The report should be clearly organized to indicate activities toward fulfilling the specific goals outlined in the FDP. The deadline for submission of the initial report will be determined such that it occurs no sooner than twelve (12) months and no later than fifteen (15) months after the start of the FDP. Reports will be submitted at the end of each subsequent year of the FDP.

Following their evaluation of the progress report, the CPE Review Committee shall prepare a report summarizing their review of the faculty member's progress toward achieving the specific criteria established by the FDP. The Department Chair will then prepare a written evaluation indicating whether the faculty member's progress is satisfactory or unsatisfactory, and forward that evaluation to the Dean, along with the faculty member's progress report and the CPE Review Committee's review.

Following an analysis of the materials, the Dean will report the outcome of the review in a written memo to the faculty member. That outcome may indicate one of three possible conclusions:

1. **Successful completion:** if the goals of the FDP are met, the Dean may conclude the FDP and notify the faculty member and Provost, in writing. The Provost's Office will then communicate the schedule for the next CPE review in six (6) years to the faculty member;
2. **Continuation:** If progress is satisfactory, but the agreed-upon goals have not yet been met, the FDP will continue as planned until the end of the developmental timeline. This will require a second review following the same steps outlined above; or,
3. **Unsatisfactory progress:** If the progress is deemed unsatisfactory, a detailed-written notice will be provided to the faculty member.

If the Dean determines that the faculty member has not satisfactorily met the criteria of the initial FDP (outcome #3 above), the Dean, in consultation with the Department Chair, may:

- realign the faculty member's expected workload distribution;
- extend the period of the FDP for one (1) year with revised criteria;
- initiate a second FDP* with revised criteria, in consultation with the Department Chair and faculty member; or
- refer to the Provost or designee to determine if good cause exists for termination.

*The total timeline for any single FDP shall not exceed two (2) years, unless approved by the Dean. The total timeline for two successive FDP's shall not exceed three (3) years unless approved by the Provost.

If the faculty member does not meet the goals outlined in two (2) successive FDP's, s/he should be informed by the Provost that termination for cause proceedings may be initiated by the University in accordance with the provisions of HOP 2.13: "Termination and Non-reappointment of a Faculty Member."