

**PROCEDURES FOR FACULTY PERIODIC PERFORMANCE REVIEWS
FOLLOWING RATINGS OF *PERFORMANCE NEEDS IMPROVEMENT***

Effective 12/17/25

Purpose: To delineate the steps involved when a Dean assigns a rating of *Performance Needs Improvement* during a faculty periodic performance review.

According to [URP: 02.346 Faculty Periodic Performance Review and Evaluation](#), a rating of *Performance Needs Improvement* indicates “the performance of the faculty member has inconsistently produced the expected results as identified in the TWU and AC criteria, and the performance needs specified improvements to reach effective performance. To facilitate the specific improvements, the Academic Component Administrator (ACA) and faculty member will develop an informal plan to address the areas in need of improvement. To assess improvement, a periodic performance review will be scheduled for the following year.”

The informal success plan should include:

1. Indication of the area(s) documented as needing improvement (teaching, scholarship, service)
2. Specific improvements to be addressed
3. Mutually agreed upon goals for improvement to the level of *Effective*
4. Actions to be taken to achieve the goals
5. A time frame to make the necessary improvements

All participants in the process are expected to make a good faith effort to develop and execute the success plan; that is, the faculty member is expected to follow the plan to make meaningful improvements and the ACA is expected to support and assist the faculty member in making such improvements.

Procedures for Review of Tenured Faculty and Clinical/Lecturer Faculty post Year 6:

1. The faculty member will be scheduled for a success plan review in the academic year following a rating of *Performance Needs Improvement* overall or in any of the three domains. This review will occur in Watermark and does not alter the three-year schedule for the regular periodic performance reviews.
2. Only the area(s) previously rated as needing improvement will be evaluated in this review.
3. During this review, the faculty member will upload the success plan and submit their self-evaluation (i.e., a narrative reflection on their performance relative to the success plan). The ACA and Dean will evaluate the faculty member’s performance to determine whether the terms of the success plan have been met.
4. The review will automatically include the faculty member’s CV for the academic year being reviewed. In addition, the list of courses taught and the corresponding course evaluations will be included; however, these will only be considered if the faculty member had goals targeting improvement in teaching.
5. The faculty member has the option to include the component PRC in the review process at the time of submission.
6. The schedule for the review will be as follows:
 - a. March 15: Faculty submits self-evaluation
 - b. March 29: PRC submits their evaluation (optional)

- c. April 12: ACA submits their evaluation
 - d. April 26: Dean submits their final evaluation
- 7. At each step, the faculty member will have 5 calendar days to review and comment on the previous reviewer's evaluation.
- 8. If the Dean determines the faculty member has effectively met the terms of the success plan, this improvement will be recognized in the performance review. The faculty will then return to the established time interval for evaluation, scheduled for three years following the initial periodic performance review that resulted in a rating of *Performance Needs Improvement*.
- 9. If the Dean determines that the faculty member has not met the terms of the success plan, the faculty member and ACA will revise the plan, and the faculty member will have another scheduled success plan review in the next academic year. This review will follow the same requirements and timeframe as indicated above.
- 10. During the second success plan review, if the Dean determines the faculty member has effectively met the terms of the success plan, this improvement will be recognized in the performance review. The faculty will then return to the established time interval for the regular post-tenure or post-year 6 performance review, scheduled for the subsequent academic year.
- 11. During the second success plan review, if the Dean determines that the faculty member has not met the terms of the success plan, this will be documented in the performance review. The faculty member's regular post-tenure or post-year 6 performance review will be completed as scheduled in the subsequent academic year.
- 12. The Dean's decision on all faculty performance reviews is the final determination. Faculty may appeal any review decision by following the procedures outlined in [URP 02.350 Faculty Grievance, Review, and Appeal Processes](#).

Procedures for Review of Pre-Tenure Faculty or Clinical/Lecturer Faculty in Years 1-6:

- 1. Pre-tenure faculty and clinical/lecturer faculty are on an annual schedule for performance reviews.
- 2. In the year after a pre-tenure or pre-year 6 clinical/lecturer faculty member receives a rating of *Performance Needs Improvement* overall or in any of the three domains, the faculty member will be reviewed on both their performance for the previous academic year and their performance relative to the success plan. The review schedule will follow the regular periodic performance review calendar.
- 3. During this review, the faculty member will submit their narrative reflection on their performance relative to the university and academic component criteria as well as the success plan, and the ACA and Dean will evaluate the faculty member's performance across all domains and relative to the terms of the plan. The review will also include the faculty member's CV, the list of courses taught, and the available course evaluations.
- 4. The faculty member has the option to include the component PRC in the review process at the time of submission as long as this is not a Year 3 review.
- 5. The Dean's decision on all faculty performance reviews is the final determination. Faculty may appeal any review decision by following the procedures outlined in [URP 02.350 Faculty Grievance, Review, and Appeal Processes](#).