

**Department of Management, Marketing,
and Information Systems
Operating By-Laws**
(as approved on September 7, 2018)

Signature Page

MMIS Chair

CBGA Dean

VCAA

Chancellor

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I. Preamble:

The faculty of the Department of Management, Marketing, and Information Systems at The University of Tennessee at Martin, consistent with the mission of the College of Business and Global Affairs and desirous of establishing an operating framework in which collective decision making and collegiality will be enhanced, do hereby adopt these Departmental bylaws.

II. General Provisions:

- 1) **Membership and voting:** All participating (as defined by AACSB guidelines) faculty members who are serving within the Department pursuant to an appropriate appointment by the Vice Chancellor for Academic Affairs (VCAA) are entitled to vote, subject to University guidelines, on all matters for which faculty input is sought. All faculty members are similarly expected -- again, subject to appropriate University restrictions -- to participate fully in all Department responsibilities. Adjunct faculty, while encouraged to participate in Departmental meetings and activities, are not entitled to vote on any matters and are not responsible for service on committees, advising, etc. A faculty member may be recused from voting after receiving authorization from the Chair. If the Chair does not grant permission to be recused, a faculty member may appeal the Chair's decision to the Dean of the College of Business and Global Affairs for review. All valid conflicts of interest that merit recusal of a faculty member shall be documented in writing and provided to the respective committee.

Except for votes taken on tenure-track faculty decisions [hiring, promotion, or tenure], at the discretion of the Department Chair, a vote of the faculty may be taken electronically. When electronically voting, faculty will have a minimum of five (5) business days to submit their vote after notification of the electronic vote. When voting in this manner, one option available to the faculty will be to request deferral of the vote until discussion is held at the next scheduled faculty meeting. Deferral will automatically occur if 20% or more of the faculty members who cast a vote so request.

- 2) **Department Chair:** The administrative head of the Department, who reports directly to the Dean of the College of Business and Global Affairs, will be called the "Chair."
- 3) **Meetings:** The Department shall meet as scheduled by the Chair, normally at least twice per semester. All meetings requiring faculty involvement will be conducted during the spring and fall semesters and scheduled during a time that best fits faculty availability. In the instance that a faculty member has another work-related obligation, the faculty member should communicate with the Chair to discuss how to handle the time conflict (i.e. which obligation to attend). Should circumstances demand meeting between the Fall and Spring semesters, any items voted on at that meeting shall be brought before the Department faculty

for ratification at the next Spring meeting. If a meeting is called during the Summer break, any items voted on at that meeting shall be brought before the Department faculty for ratification at the next Fall meeting. All full-time faculty members are expected to attend all meetings, notice of which will be given as far in advance as possible. One-half of the full-time faculty shall constitute a quorum and (except as otherwise provided herein) a simple majority of those present shall decide an issue. The Chair will maintain minutes of all meetings in the Department Office and make them available to faculty.

- 4) **Annual elections:** The Department will annually elect representatives (or approve appointments thereof made by the Chair) to various committees as called for in the Bylaws of the College of Business and Global Affairs.
- 5) **Other elections:** Elections for Department representatives to the Faculty Senate will be conducted in the spring semester (prior to completion of the fall semester schedule) during which a current representative is concluding his/her term of office. In accordance with all other requirements of the Faculty Handbook, representatives of the Department to the Faculty Senate shall be elected from the faculty of the Department by majority vote of the Department faculty members.

Election of members to Departmental search and other committees will take place as necessary and in accordance with University guidelines. All full-time faculty may vote in such elections even if personally ineligible to serve.

- 6) **Standing Committees:** The Department shall maintain faculty representation on the following standing committees: Faculty/Student, Graduate, Undergraduate, Assessment, Executive Committee, and Strategic Planning. When at all possible, a faculty member from each discipline should be represented on each of the abovementioned committees.

Members serve, normally, three year terms on each standing committee before being rotated to a different committee (although a second consecutive term is possible).

Membership is determined by the Dean and should be done in consultation with each Department Chair and, if at all possible, individual faculty.

Committee appointments shall normally be ratified by faculty at the Fall CBGA Faculty Retreat.

- 7) **Teaching assignments:** The Chair is responsible for determining which courses will be offered each semester, including summer semester, who will teach those courses and when they will be offered. Prior to preparing the respective semester departmental schedules, s/he shall seek the input of the faculty and that input should be incorporated into the schedule to the extent that is practical. The summer assignment of the instructor will be based upon academic qualifications first (including, but not limited to, graduate faculty status), instructor interest in teaching second, and prior summer teaching history third.

- 8) **Conflicts with Faculty Handbook:** In the event any provision herein is in conflict with the Faculty Handbook, the Faculty Handbook shall be construed as controlling. To the extent any provision herein or any School, University or U.T. System guideline is unclear, it shall be construed in the manner most favorable to the individual faculty member.
- 9) **Amendments:** These by-laws may be amended at any regular or special Departmental faculty meeting for which reasonable notice has been given. Amendments to the bylaws do not fall under the same provisions as other decisions that call for a simple majority to decide an issue. Any amendment to the bylaws shall require a two-thirds (2/3) vote of the full-time faculty in support of said bylaw amendment.
- 10) **Extenuating Circumstances:**
 - a) **Breach of Bylaws --** If a breach of bylaws occurs as a result of a faculty member's actions, such a breach should be reported to the Department Chair. If a breach of the bylaws is a result of an action (or actions) of the Department Chair, such a breach should be reported to the Dean of the CBGA. In the event that the bylaws must be breached in the best interest of the department, such a breach shall be followed by a vote by the departmental faculty to amend the bylaws.
 - b) **Emergency Provisions --** If a situation arises that requires faculty involvement, but faculty are unable to meet to discuss (i.e. off-contract during Summer), then the Chair and/or Dean may make said decision(s) but shall provide a detailed explanation to the faculty (in writing), as soon as reasonably possible, as to the decision and reason behind it. If an amendment to the bylaws is required to address the situation, then the faculty shall meet at the next available time to vote on the proposed amendment.

III. Provisions Concerning Chair

- 1) **Job Responsibilities of the Chair:** The Chair is a faculty member who is responsible for administering and leading the department and must be tenure-track and hold a rank of Associate Professor or Professor. The majority of the duties of the Chair are described in the Faculty Handbook. In addition to the duties described in the Faculty Handbook, the Chair shall also:
 - a) **Curricula Standards --** Engage faculty, through a continuous process of review and improvement, to work toward making the curricula of the Department meet the professional standards required in all areas of programming and is consistent with meeting the standards set forth by AACSB.
 - b) **External Constituencies --** Cultivate relations with alumni and friends of the Department and professional organizations.
 - c) **Boards of Advisors --** Work with Boards of Advisors to generate useful suggestions for curricular development and fund raising.

- d) **Department Business** -- Appoint faculty to conduct business of the Department other than specified in these Bylaws or the Faculty Handbook.
- e) **Appointment of Non-tenure track faculty** – The Chair, in consultation with respective discipline faculty, shall be responsible for appointing non-tenure track faculty (i.e. adjunct, instructors, etc...) to meet departmental needs.

IV. Planning Process

- 1) **Discipline Faculty Review of Assessment Measures**: As part of the Strategic Planning process, discipline faculty are responsible for considering the content and appropriateness of each of the assessment measures.

V. Tenure Procedures

- 1) **Definition of Tenure**: Tenure is a principle that entitles a faculty member to continuation of his or her annual appointment until relinquishment or forfeiture of tenure or until termination of tenure for adequate cause, financial exigency, or academic program discontinuance. The burden of proof that tenure should be awarded rests with the faculty member. Tenure is acquired only by positive action by the President of the University of Tennessee System, and is awarded in a particular unit, department, school, college, or other department of a campus. The grant of tenure shifts the burden of proof concerning the faculty member's continuing appointment from the faculty member to the University, except in the case of relinquishment or forfeiture of tenure.
- 2) **Committee Membership**: An Advisory Tenure Committee shall be elected by the faculty, near the beginning of each fall semester, in consultation with the Chair. No less than three tenured faculty members within the Department of Management, Marketing, and Information Systems, at least one of whom (if available) shall be from the same discipline as the applicant, shall serve on any Departmental tenure review committee. No faculty member will serve on such a committee if there is a conflict of interest which calls into question the ability of such faculty member to impartially serve, or which raises the perception of such a conflict. The Chair will make any final decision as to whether a faculty member's conflict disqualifies him/her from service. The committee's recommendation will be advisory to the Chair, who will make an independent recommendation to the Dean. In accordance with the Faculty Handbook, the Chair shall submit the names of those serving on the Advisory Tenure Committee to the Vice Chancellor for Academic Affairs for his/her approval.
- 3) **Chair's service on committee**: The Chair shall not serve as a member of an Advisory Tenure Committee or participate in the deliberations. If the Chair is the applicant for tenure, all *eligible* (i.e. do not have a conflict of interest or have an appointment that releases them from such service expectations) tenured faculty members within the department shall serve on the committee, and the committee's recommendation shall be forwarded directly to the Dean.

- 4) **Mid-point Tenure Review**: During the third or fourth year of appointment, each non-tenured, tenure-track faculty member shall submit a dossier and all requisite materials for an enhanced tenure-track review (ETTR). The review committee shall be composed of all *eligible* (i.e. do not have a conflict of interest or have an appointment that releases them from such service expectations) tenured faculty members from within the department. The ETTR submission shall be in accordance with the tenure process described below (except for the submission of external letters of scholarship). The ETTR Committee Chair and Chair shall provide a written report to the faculty member and shall discuss the report with the faculty member.
- 5) **Tenure Dossier**
- a) **Tenure Dossier Requirements**: Applicants for tenure shall prepare a dossier supporting his/her tenure. The Department Chair at his/her discretion may appoint an advisory committee of tenured faculty members to consult with and assist the applicant in the preparation of such dossier. Applicants should consult the current UTM Faculty Handbook for formatting or additional dossier/portfolio procedures. In addition to the criteria described in the Faculty Handbook, the dossier shall include, at minimum, the following:
- i) Personal Information
 - ii) Education Credentials: Including a list of colleges and universities attended with dates, degrees (most recent degree first), and discipline.
 - iii) Employment History and Teaching: Including, but not limited to, chronology of professional employment, teaching accomplishments, summarization of teaching effectiveness, and, if applicable, summarization of advising effectiveness.
 - iv) Scholarly Activities: Publications and professional presentations with appropriate bibliographic data.
 - v) Service Activities: Including service to the profession, service to the university, service to the community, and service to the students.
- b) **External Review of Scholarship**: All applications for tenure must include at least two external evaluation letters reviewing the applicant's scholarship. Applicants will provide a list of names to the Department Chair of appropriate reviewers. An appropriate reviewer is someone that meets at least one of the following criteria: 1) an individual who has earned a terminal degree in the applicant's field and holds a current appointment in the applicant's or an immediately-related field, 2) a business professional who is able to review applied research, or 3) an expert in his/her field. The chair and applicant shall avoid conflicts of interest, including co-authors of the applicant, familial ties, and the like. The applicant and chair will choose the reviewers from the list provided by the faculty member. The faculty member should have a letter of evaluation sufficiency prepared in case justification of using the reviewer is needed. If the faculty member and the Chair are unable to agree upon appropriate reviewers, the Dean of the CBGA shall resolve the matter. The responsibility of submitting the request to the reviewer, conducting follow-up correspondence, receiving external letters, and placing them in the tenure dossier shall rest upon the faculty member. The applicant may include a written response and/or additional materials to rebut or support the external reviewer's

evaluation. It is recommended that all requests for external review of scholarship should be made no fewer than six months before the applicant's tenure dossier is submitted. The reviewer will have three months to complete the evaluation. Reviewer's evaluation of the applicant's scholarship may serve as 'some evidence' in consideration of applicant's tenure application; however, the tenure committee is not bound by the external reviewer's evaluation and the external reviewer's evaluation shall not be dispositive, by itself, of applicant's tenure application.

- c) Peer Review of Teaching: This may be performed by assessing a faculty member's tests/quizzes, syllabi, assignments, and/or observing classroom performance. The decision as to whether faculty shall come in to a classroom to fulfill this requirement shall be with the applicant. If the applicant chooses to have colleagues observe classroom effectiveness, then the applicant shall be responsible for setting up a time when a peer review team may observe the faculty member's teaching effectiveness in at least one course.
- d) Successful Completion of Dossier Materials: All applicants shall be responsible for the completion of all required and optional dossier materials used in the consideration of tenure by the date established by Academic Affairs. If an applicant has already submitted a scholarly work for consideration (i.e. prior to submitting his/her dossier) and an "acceptance" occurs after submission of dossier materials but before a decision by either the department faculty or the department chair, the faculty member may update the dossier to reflect this scholarship. The applicant may update the dossier by emailing the Advisory Tenure Committee Chair and/or Department Chair and provide proof of the acceptance of his/her scholarship.
 - i) The Chair at his/her discretion may appoint an advisory committee of tenured faculty members to consult with and assist the applicant in the preparation of such a dossier. The dossier shall be made available to the tenured faculty members no less than 10 days prior to the meeting to consider the applicant(s). Other materials relevant to each applicant's tenure shall be furnished by the Chair to the tenured faculty members as they may request.

Steps and Procedures to be Followed Before and During the Tenure Application Process

- e) Rights of Applicant: Applicants shall have the opportunity to inspect all of their personnel files and materials to be presented during his/her consideration for tenure. The applicant shall be offered the opportunity to appear before the tenured faculty.
- f) Meet to Debate and Discuss: All tenured faculty members are expected to attend all meetings unless excused by the Chair.
- g) Cast a Formal, Anonymous, Vote:
 - a. Decision to Be Reached: The tenured faculty shall recommend the Chair either Grant or Deny tenure.
 - b. Voting Procedure: A recommendation to grant tenure shall require the affirmative votes of at least 50% of the tenured faculty serving on the Advisory Tenure Committee. Failure of an applicant to receive a 50% affirmative vote to grant tenure will result in a recommendation for denial of tenure. The votes shall be by secret

ballot and shall be counted by a committee of at least 3 tenured faculty members, with the result to be announced at the meeting and recorded by the Advisory Tenure Committee Chair. A tenured faculty member shall be allowed to vote by absentee ballot or conference call. The tally of the tenure vote shall be reported to the tenure applicant within 24 hours and the ballots are to be kept on file in the Chair's office until the recommendation concerning tenure is signed and forwarded to the Dean. The applicant, once notified of the decision of the Advisory Tenure Committee, shall have 5 days to submit to the Chair accompanying information in rebuttal to the Advisory Tenure Committee's report. The Chair shall forward a copy of the faculty member's rebuttal to the Advisory Tenure Committee at the same time.

- c. Reporting of Recommendations: The Chair of the Advisory Tenure Committee shall prepare a written report of the recommendations of the tenured faculty, which shall be submitted to the Department Chair and the tenure applicant after it has been signed by no less than 2/3 of the Advisory Tenure Committee members.
 - h) **Alternate Procedure**: If the situation in the Department makes the foregoing procedure unworkable in the view of a majority of the tenured faculty members, an alternative procedure approved by the faculty shall be submitted to the Vice Chancellor for Academic Affairs through the Dean for review and approval.
 - i) **Chair's Role After the Faculty Vote**: The vote of the Advisory Tenure Committee is advisory to the Chair. After making an independent judgment on the tenure candidacy, the Chair shall submit his or her recommendation to the Dean and the tenure applicant with a written summary of his or her judgment. If the Chair's recommendation differs from the recommendation of the Advisory Tenure Committee, the summary must explain the reasons for the differing judgment, and the Chair must provide a copy of the summary to the Advisory Tenure Committee within 5 business days of the Chair making his/her dissenting opinion. The Advisory Tenure Committee may forward a dissenting report to the next level of review.
- 6) **Criteria for Tenure**: Refer to CBGA Bylaws

VI. Promotion Procedures

- A. **Advisory Promotion Committee**: An Advisory Promotion Committee shall be elected by the faculty, near the beginning of each fall semester, in consultation with the Chair. No less than three tenured faculty members within the Department of Management, Marketing, and Information Systems who have a rank higher than that of the applicant, at least one of whom (if available) shall be from the same discipline as the applicant, shall serve on any Departmental promotion review committee. No faculty member will serve on such a committee if there is a conflict of interest which calls into question the ability of such faculty member to impartially serve, or which raises the perception of such a conflict. The Chair will make any final decision as to whether a faculty member's conflict disqualifies him/her from service. The committee's recommendation will be advisory to the Chair, who will make an independent recommendation to the Dean. (It is

understood that these rules may necessitate changing the composition of the committee as it deliberates on promotion at different levels and disciplines.) In accordance with the Faculty Handbook, the Chair shall submit the names of those serving on the Advisory Promotion Committee to the Vice Chancellor for Academic Affairs for his/her approval.

- B. **Chair's service on committee**: The Chair shall not serve as a member of a promotion committee or participate in the deliberations. If the Chair is the applicant for promotion, all non-conflicted tenured faculty members within the department shall serve on the committee, and the committee's recommendation shall be forwarded directly to the Dean.
- C. **Committee membership**: If there are not three eligible faculty members within the Department, the faculty, after consultation with the Chair, will elect a qualified, tenured faculty member from the CBGA outside the Department to serve. Preference will be given to outside faculty who have demonstrated academic familiarity with the Department's disciplines. A committee, once properly constituted, will elect a chairperson who will have primary administrative responsibility for scheduling committee meetings and preparing the committee's recommendation. The Department Chair will provide the Committee Chair with a schedule of deadlines soon after the chair is elected together with such other materials as may be requested.
- D. **Dossier**: The applicant shall submit a dossier supporting his/her application. The dossier should contain evidence that the applicant meets the criteria established for promotion in the Faculty Handbook. The Department Chair at his/her discretion may appoint an advisory committee of tenured faculty members to consult with and assist the applicant in the preparation of such dossier. Consistent with the Handbook language on promotion criteria and the provision on Annual Evaluations hereinafter detailed, teaching effectiveness will be the primary focus of all promotion applicant evaluations. The Department Chair shall provide the committee with such materials relevant to the applicant's promotion as the committee may request.
- E. **Applicant's rights and Committee Procedures**: The applicant will be afforded the opportunity to meet with the committee and review all personnel files and materials considered by the committee and/or the Chair. At the conclusion of its deliberations and after a thorough review of all information submitted by the applicant, the committee will formally vote in writing as to whether the applicant should be promoted. The applicant, once notified of the decision of the Advisory Promotion Committee, shall have 5 days to submit to the Chair accompanying information in rebuttal to the Advisory Promotion Committee's report. The Chair shall forward a copy of the faculty member's rebuttal to the Advisory Promotion Committee at the same time. A faculty member may withdraw his or her application for promotion at any time prior to the committee's vote. A recommendation that the applicant be promoted must be concurred with by a minimum of fifty per cent (50%) of the committee members.
- F. **Chair's role**: The Department Chair will carefully consider the committee's recommendation when independently reviewing the applicant's application, as supported by his/her dossier, consistent with the Faculty Handbook criteria. If the Department Chair

disagrees with the committee's recommendation, he/she will explain his/her reasoning to the committee and allow the committee to submit an accompanying dissenting report for forwarding to the Dean. The Department Chair will report the committee's vote to the Dean in any case. The Chair will also provide the applicant and committee chair with copies of his/her recommendation at the time it is forwarded, together with an explanation in the event of a negative recommendation.

VII. Annual Performance Review Evaluations

- A Meeting format:** The chair of a faculty member's respective department will meet at least once a year with each faculty member for a formal Annual Performance-and-Planning Review (APPR), examining the previous year's activities and setting goals and objectives for the coming year. The chair will provide a document summarizing the meeting to the faculty member (to be known as the APPR Results Report); that document will also include a rating of the faculty member's performance by the chair that takes into account input from the chair, administrative assistant, students, faculty, and any other entity the department includes in the APPR.

The faculty member may request, in writing, a committee to review the rating. Said committee (to be known as the APPR Annual Evaluation Committee) will consist of at least 3 tenured faculty members from this department who are elected by majority vote of the participatory department faculty members. The APPR Annual Evaluation Committee shall consider written and oral statements from the faculty member being evaluated and from the chair. If the majority of the APPR Annual Evaluation Committee decides the rating of the chair is lower than appropriate, a report recommending a specific higher rating (along with any evidence the Committee deems relevant) shall be submitted to the chair. If the chair changes the rating as recommended by the Committee, a copy of the Committee report will be placed in the faculty member's personnel file. If the chair does not change the rating as recommended by the Committee, the Committee's report will be forwarded to the dean along with the APPR Results Report. If the majority of the APPR Annual Evaluation Committee decides the rating of the chair is appropriate, no report will be placed in the faculty member's personnel file or forwarded to the dean.

The APPR Results Report will be signed by both the faculty member and the chair, and a copy will be sent to the dean. If the faculty member refuses to sign, the chair will so note on the APPR Results Report. The faculty member shall have the opportunity to respond in writing to the chair's comments before the APPR Results Report is forwarded to the dean, and any such written comments will also be forwarded.

- B Rating system:** The rating developed during the APPR process will be based on the faculty member's Teaching Effectiveness, Service, Scholarship, and Administrative duties. Full-time faculty are categorized into two categories: AACSB SA/PA and AACSB IP/SP. AACSB SA/PA faculty usually are in tenure-track positions and teach in disciplines under AACSB accreditation. AACSB IP/SP faculty are usually in non-tenure track positions in disciplines under AACSB accreditation. An evaluation of each of these categories, as well as an overall rating shall be developed as set out in the following four sub-paragraphs:

- 1) Teaching Effectiveness** (55% of the overall composite rating (OCR) for AACSB SA/PA faculty; 60%-75% for AACSB IP/SP) -- Faculty members are rated from "1" to "4". A faculty member's Teaching Effectiveness score will be comprised of the following four categories: Instructional Design (30% of the teaching effectiveness score), Instructional Delivery (30% of the teaching effectiveness score), Instructional Assessment (25% of the teaching effectiveness score), and Course Management (15% of the teaching effectiveness score). All weights in these areas are *fixed* by the UTM campus and only apply to calculating the faculty member's Teaching Effectiveness rating for their OCR. A full description of these areas can be found in the UTM Guide for Faculty Evaluation. Sources of information for measuring a faculty member's Teaching Effectiveness shall come from student ratings, the faculty member being reviewed, faculty peers, department chair, administrative assistant of the department, and any other entity previously approved by the department faculty. Acceptable evidence for each of these areas may be found in the CBGA Forms for Faculty Evaluation.
- 2) Service** (15% of the OCR for AACSB SA/PA faculty; 15%-30% for AACSB IP/SP faculty) -- Faculty members are rated from "1" to "4". A faculty member's Service score will be comprised of the following four categories: Service to the Institution (30% to 40% of the Service Subcomponent score based on department bylaws), Service to the Profession (10% to 30% of the Service Subcomponent based on department bylaws), Service to the Community (0% to 10% of the Service Subcomponent based on department bylaws), and Service to Students (30% to 50% of the Service Subcomponent based on department bylaws). All weights are voted on by the CBGA faculty and help calculate the faculty member's Service rating for their OCR. A full description of these areas can be found in the UTM Guide for Faculty Evaluation. Sources of information for measuring a faculty member's Service shall come from the faculty member being reviewed, faculty peers, department chair, administrative assistant of the department, and any other entity previously approved by the department faculty. Acceptable evidence for each of these areas may be found in the CBGA Forms for Faculty Evaluation.
- 3) Scholarship** (30% of the OCR for AACSB SA/PA faculty; 10%-25% for AACSB IP/SP faculty) -- Faculty members are rated from "1" to "4". A faculty member's Scholarship score will be comprised of the following four categories: Proficiency (20% to 40% of the Scholarship Subcomponent score based on department bylaws), Discovery/Creation (0% to 40% of the Scholarship Subcomponent score based on department bylaws), Dissemination (30% to 80% of the Scholarship Subcomponent score based on department bylaws), and Translation (0% to 5% of the Scholarship Subcomponent score based on department bylaws). All weights are voted on by the CBGA faculty and help calculate the faculty member's Scholarship rating for his/her OCR. The weights for Scholarship are in line with maintaining Graduate Faculty Status and AACSB Accreditation standards and SHALL remain in alignment with those standards. A full description of these areas can be found in the UTM Guide for Faculty Evaluation. Sources of information for measuring a faculty member's Scholarship shall come from the faculty member being reviewed, faculty peers, department chair, and any other entity previously approved by

the department faculty. Acceptable evidence for each of these areas may be found in the CBGA Forms for Faculty Evaluation.

- 4) **Administrative Release.** Any faculty member with administrative duties that require the faculty member to be in charge of a staff member shall be evaluated based as both a faculty member and the other evaluation system. For example, the Chair (50% release time) would have 50% of his/her overall APPR score from his/her faculty evaluation process and 50% from his/her administrative duties evaluation process.
- 5) **Overall rating** – The faculty member’s OCR shall be calculated based on the following Component weights: Teaching (55% for AACSB SA/PA faculty; 60%-75% for AACSB IP/SP faculty), Service (15% for AACSB SA/PA faculty and 15%-30% for AACSB IP/SP faculty), and Scholarship (30% for AACSB SA/PA faculty; 10%-25% for AACSB IP/SP faculty). The faculty member’s OCR shall result in a score ranging from 1.00 to 4.00. This number shall be used to *place* the faculty member in one of the UT System Board of Trustees four approved categories: Exemplary for Rank, Professional for Rank, Needs Improvement for Rank, and Unacceptable for Rank.

C Consequences of rating: The APPR will be conducted as the annual review of faculty performance and used to inform the following decisions:

- a) **Merit Pay.** In order to be considered for merit pay distribution, a faculty member will need to receive a rating of Professional for Rank or Exemplary for Rank. Please see the Guide for Faculty Evaluation for more details.
- b) **Annual Review Improvement Plan (ARIP).** A rating of Needs Improvement for Rank will trigger an ARIP. Please see the Guide for Faculty Evaluation for more details.
- c) **Enhanced Post-Tenure Performance Review (EPPR).** A rating of Unacceptable for rank will trigger an (EPPR). Please see the Guide for Faculty Evaluation for more details. AN EPPR may also be triggered if a faculty member receives a rating of Needs Improvement for Rank two times in a three-year period.
- d) **Periodic Post-Tenure Performance Review (PPPR).** A faculty member’s APPR will be one item used to inform the PPPR process. Please see the Guide for Faculty Evaluation for more details.