

**DEPARTMENT OF HOSPITALITY AND RETAIL MANAGEMENT**  
**Standards and Procedures for**  
**Post-Tenure Review**

The policies provided in this document are based on, and in compliance with, the requirements described in Texas Tech University [OP 32.31](#), [32.02](#), [32.32](#), and the [Post Tenure Review](#). Should conflict arise between the Department and College policies, College policies regarding comprehensive performance evaluations of tenure faculty members and faculty members who receive an academic promotion shall take precedence. A clear statement of post-tenure expectations is valuable to both current and new faculty. Before articulating the expectations, guidance is offered about how this statement of expectations should be interpreted and applied.

1. The tenure and promotion guidelines set by **Texas Tech University** and/or **College** may change during a faculty member's tenure period. The faculty member will be notified of such changes and will be expected to meet any new guidelines unless otherwise notified in writing by the Dean.
  
2. These expectations are not a statement of minimum standards but guidelines to help tenured faculty prepare for successful comprehensive performance evaluations. Failure to meet the expectations may result in a negative post-tenure review finding. However, meeting or exceeding the expectations does not automatically guarantee a positive post-tenure review competence recommendation. Instead, these expectations are intended to guide performance and decision-making, considering all relevant factors.

**Review**

The Department of Hospitality and Retail Management (HRM) Standards and Procedures for Promotion and Tenure will be formally reviewed by the faculty and administration every five years unless significant change is made to the University and/or College policy. This document presents policies that were approved by the Department faculty and the College in **2022**. The next formal review will be scheduled for **2027-28**.

**NOTE:** The Journal List utilized in the evaluation of Promotion and Tenure is reviewed no less than annually by the Department's standing Journal List Committee.

**Rationale**

Developing post-tenure review expectations is important for a variety of reasons. Some of the more important reasons include:

- A clear statement of research expectations is important to the HRM Department's effort to continue to raise its level of national and international

recognition in correspondence with the University's recognition as a Carnegie R-1 University.

- Teaching excellence remains central to our mission. A clear statement of teaching expectations reaffirms our commitment to teaching excellence.
- Documentation of clear post-tenure expectations is an important factor in the Department's ongoing continuous improvement efforts.
- A clear statement of post-tenure expectations will guide the performance of both tenure-track and tenured faculty.

Adopted September 16, 2022

## **GENERAL CRITERIA**

### **Guidelines for Scholarly Activity, Teaching, and Service**

The Primary data utilized in the post-tenure review is comprised of the annual faculty performance evaluations for the period between the previous and present comprehensive performance review.

#### **Scholarly Activity Expectation for Tenured Faculty**

The research expectations tenured faculty members are to continue to achieve, at the same research expectations or their equivalents as a tenure-track faculty member. These guidelines are found in the approved; Expectations of Scholarly, Teaching, and Service Activity document, at the time they prepared their tenure packet. Scholarly activities shall be reflected in Faculty Success (Formerly, Digital Measures). Tenured faculty are also strongly encouraged to have more grant activity, both application and funded, than a tenure-track faculty member. The post-tenure review provides a time to review the faculty members' progress toward maintaining our high standards for scholarly activity.

#### **Journal Lists**

The impact of faculty research is measured in the quality of the journals in which the faculty publish. This is determined using journal lists categorized by independently created and academically recognized impact factors. The journal lists should be used by faculty members to guide their publication goals, associated with their individual research agendas. There are significant differences across the various academic interests represented within the Department of Hospitality and Retail Management. Therefore, the Journal List Committee establishes a ranked listing of journals reflecting the diversity of interest found in the Department utilizing the Department approved impact metric. The specific impact metric and the category cutoffs must be approved by the HRM Faculty. The Department Chair will retain final approval. The impact metric is used to rank the journals by discipline into categories of 5 (highest) to 1 (lowest). Journals without any identified impact factor, limited history, or without a listing in Cabell's International Journal Listing will be listed as PR (peer reviewed only). The journal lists will be evaluated annually unless a request is presented to the committee for an exception prior to the annual review and will be revised as appropriate. Publication in non-academic

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journals (e.g., trade publications) are also encouraged. Trade journal publications serves as outreach to the industry and community and can help disperse research insights which can benefit the industry and consumers more quickly. Journal Lists can be found in a separate HRM Journal List document.

NOTE: The Journal List utilized in the evaluation of Promotion and Tenure is reviewed no less than annually by the Department's standing Journal List Committee.

### **Teaching Expectations for Tenured Faculty**

The Hospitality and Retail Management Department values excellence in teaching. All faculty members are expected to be quality teachers who are well organized, creative, regularly update their course materials, and who demonstrate a genuine desire to facilitate student learning. Further, they should be prepared to deliver a quality experience in-class, hybrid, and online. Tenured faculty are anticipated to meet at a minimum the expectations for teaching held by tenure-track faculty. Teaching expectations are detailed in the separate Expectations of Scholarly, Teaching, and Service Activity document.

### **Service and Outreach and Engagement Expectations for Tenured Faculty**

Service is anticipated to increase throughout a tenured faculty member's career. Generally, tenured faculty members should expect increasing service commitments leading up to and beyond promotion to Professor. External professional service activities that bring recognition to the HRM, such as review activities for major journals or conferences and participation in professional organizations, are encouraged.

### **Collegiality Expectations**

HRM promotes strong collegiality. All faculty are expected to demonstrate collegiality. An ongoing and systematic effort to engage in collegial behavior is a requirement for all tenured and tenure-track faculty.

A significant part of collegiality is an open environment supporting diversity, equity, and inclusion for our faculty, staff, and students. HRM defines collegiality as: "Collegiality addresses such issues as the candidate's compatibility with department missions and goals, an ability and willingness to work cooperatively within the department and College, a willingness to engage in shared governance, and a high standard of professional integrity in dealing with colleagues and students".