

DEPARTMENT OF HOSPITALITY AND RETAIL MANAGEMENT
Standards and Procedures for Promotion and Tenure
Third Year Review

The policies provided in this document are based on, and in compliance with, the requirements described in Texas Tech University [OP 32.02](#), [32.20](#), [32.38](#), and the [Promotion and Tenure Standards and Procedures for the College](#). Should conflict arise between the Department and College policies, College policies regarding Promotion and Tenure shall take precedence. A clear statement of 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 probationary 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. The tenure and promotion guidelines set by the **Department** may change during a faculty member's probationary period. The faculty member will be notified of such changes and will have the option to use the guidelines enforced at the time of their hiring or the new guidelines.
3. These expectations are not a statement of minimum standards, but guidelines to help candidates prepare for successful applications. Failure to meet the expectations may result in a negative tenure recommendation. However, meeting or exceeding the expectations does not automatically guarantee a positive tenure 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 tenure and promotion 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 tenure and promotion expectations is an important factor in the Department's ongoing continuous improvement efforts.
- A clear statement of tenure and promotion expectations will guide the performance of both tenure-track and tenured faculty.

Adopted September 16, 2022

GENERAL CRITERIA

Journal Lists

The impact of faculty research is measured in the quality of the journals in which the faculty publish. This will be 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 will establish a ranked listing of journals reflecting the diversity of interest found in the Department utilizing the Department approved impact metric. The impact metric will be used to rank the journal list into the 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, representing a peer reviewed status only. The specific impact metric and the category cutoffs must be approved by the HRM Faculty. The Department Chair will retain final approval. The journal lists will be reevaluated 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 journals (e.g., trade publications) is also encouraged. Trade journal publications serve 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.

Guidelines for Scholarly Activity, Teaching, and Service

When the College of Human Sciences employs a faculty member in a tenure-accruing position, it is with the expectation that the individual will become tenured and serve the university in a long and productive career. Departmental tenured faculty assist in determining whether or not the criteria for tenure are met prior to its award. Thus, it is to the advantage of both the faculty member and the department to see that timely evaluation is made of a tenure-track faculty member's performance beyond the annual faculty review so that deficiencies identified be made known to the tenure-track faculty member in time

for correction prior to the expiration of the probationary period.

In the faculty member's sixth long semester, a comprehensive evaluation of his/her performance will be undertaken (the third-year review). The Department Chair will notify the faculty member of this evaluation. This third-year evaluation is to be considered a department-level mentoring process to assist tenure-track faculty in making progress toward tenure and promotion. Progress toward tenure and promotion is determined to be satisfactory based on the expectations as denoted in the Tenure and Promotion Documents associated with Associate Professor. There are no specific guidelines with regard to what level of the tenure-track expectations are to be achieved by the third-year review. Progress may be deemed satisfactory at this time; nevertheless, a determination of satisfactory at the third-year review does not guarantee the ultimate award of tenure. Examples of scholarly, teaching, and service activity may be found in the separate: Expectations of Scholarly, Teaching, and Service Activity document.

During any year of a tenure-acquiring appointment, a faculty member may be judged to be making unsatisfactory progress toward tenure on the basis of the annual reports or other sources of information. In any year, a terminal contract or notice of non-reappointment may be issued to a tenure-track faculty member by the Department Chairperson in conformity with guidelines stated in OP 32.02