

## Policy 102.2: Tenure and Promotion

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### COLLEGE OF MEDIA & COMMUNICATION POLICIES/PROCEDURES FOR TENURE-TRACK FACULTY

#### I. Purpose of this Operating Policy

This policy outlines college-level policies and procedures concerning tenure and promotion in the College of Media & Communication (CoMC) at Texas Tech (including tenure and promotion from assistant to associate professor, and promotion from associate to full professor). All policies and procedures in this document conform to the following university documents, and faculty are expected to adhere to the principles and guidelines conveyed in these documents. In cases of conflict, the most recent edition of the documents listed below takes precedence.

- A. The Texas Tech University Operating Policy Manual (O.P. [32.01](#), [32.34](#), [10.20](#))
- B. The [Faculty Handbook](#) (Adopted by the Texas Tech University Board of Regents, most recent edition)

Note: Non-tenure-track faculty (professors of practice and lecturers) in CoMC follow a similar timeline for promotion and continuing appointment, as outlined in Operating Policy 102.3.

#### II. Evaluation Guidelines

Successful candidates for tenure and promotion are expected to achieve excellence in teaching, research/creative activity, and service, as outlined below:

- a. Teaching: Faculty must contribute to undergraduate and graduate education as well as curriculum development as designated, receive satisfactory student/peer review, and graduate faculty must contribute to the graduate program by advising graduate student work (including MA thesis, MA professional, and especially doctoral committees).
- b. Research and Creative Activity: Faculty must provide evidence of consistent scholarship and/or creative activity that is global, peer-reviewed, in a relevant area of expertise/methodology, and indicates a balance of both quality (high ranked) and quantity. Faculty should publish their research in top venues (peer-reviewed journals or monographs). In addition, if designated in faculty hiring letter, achievement in sponsored projects (to include grants from state or federal governments, contracts, and/or foundation funding) is expected. Evidence from external reviewers who are objective, accomplished, and hold a rank higher than the faculty member at peer or aspirational institutions should be offered to further substantiate research expertise.
- c. Service: Contribute as appropriate to the department, college, university, discipline and/or broader community. The nature of service will vary depending on the faculty member's appointment letter and other factors. Faculty members should work closely with their department chair to determine appropriate service contributions.

University expectations for tenure and promotion to associate professor, as well as promotion from associate to full professor, are stipulated in TTU OP 32.01 (see Items 5b and 5c). Department policies will offer more specific guidelines to indicate expectations for teaching, research, and service.

### **III. Procedures**

This section provides an overview and timeline for the department- and college-level procedures to be followed for the calendar year during which a faculty member is considered for tenure and/or promotion.

#### **A. Overview of Department/College Procedures**

In accordance with TTU OP 32.01, the CoMC tenure/promotion process includes three levels of evaluation: (a) department level, (b) college level, and (c) dean level. The department/college process begins when the faculty member states their intention by January 15 to pursue tenure, continuing appointment, and/or promotion during a given calendar year. It concludes when the faculty member's dossier is submitted to the Provost's Office, typically sometime in mid-November. Departments will have more specific guidelines governing the department-level portion of the process.

##### **(a) Department level:**

- ✓ Required elements at this level include a dossier submitted by the faculty member, a vote of pertinent faculty (see below), opportunity for voting faculty to submit unsigned ballot comments, and chair's letter added after the department faculty vote. As stated in TTU OP 32.01, the faculty member has primary responsibility for assembling a dossier that adheres to university, college, and department guidelines. It is the chair's responsibility to make sure the dossier conforms to university and college guidelines. (See Appendix A for a CoMC template [under "Faculty Evaluation Resources" in CoMC intranet]; see also TTU OP 32.01-Attachment B). "Pertinent faculty" means the following, as stipulated in accordance with university OP:
  - All full professors vote on cases for promotion from associate to full professor.
  - All tenured faculty vote on cases for tenure/promotion to associate professor.
  - All associate professors of practice and tenured faculty vote on continuing appointment for assistant professors of practice.
  - All senior lecturers, associate professors of practice, and tenured faculty vote on cases of continuing appointment and promotion for lecturers.
- ✓ Departments will establish policies and criteria for implementing these procedures. Department guidelines will follow the college framework and guidelines.
- ✓ If a department does not have at least three faculty members who hold the pertinent rank for voting at the required level (higher than the rank that the candidate is pursuing), the department chair will consult with the Dean's Office and the Provost's Office to form a committee that includes faculty from other

departments in the college. (See 6a[8] in OP 32.01).

- ✓ In a situation where a candidate for full professor worked in a department with an associate professor as chair, the chair would ask the Dean to appoint a full-professor proxy. With the proxy appointed, the Dean, proxy, and chair would identify who would perform the following duties: selecting and inviting external reviewers, sending out the dossier to external reviewers, receiving the external review letters, and supervising the faculty member as they compile their dossier. The proxy would be responsible for attending the meeting of full professors (but not participating in the vote at that meeting) and writing a letter that states the “chair’s” recommendation and gets added to the dossier, along with the faculty vote, before the dossier is submitted to the college committee. While the proxy serves in the evaluative role at the college meeting, the chair would be available to attend the meeting to answer questions about candidate from the committee; the chair would also be available throughout the process to respond to inquiries from other campus entities. For situations in which the department chair is an untenured (or non-tenure-track) faculty member, similar procedures would be followed for cases of tenure, promotion, and/or continuing appointment for which the department chair does not hold the appropriate rank to oversee the case.

(b) College level:

- ✓ The department chair adds a report of the department faculty vote, unsigned ballot comments, and the chair’s letter to the dossier and then submits the dossier to the Associate Dean for Administration & Finance (ADAF).
- ✓ After ensuring the dossier is complete and accurate, the ADAF then submits the dossier to the College Tenure, Promotion, and Continuing Appointment Committee (CTPCAC).
- ✓ The CTPCAC is composed of six non-administrative tenured faculty members, four non-administrative associate professors of practice, and one senior lecturer. At least three of the six tenured faculty members must hold the rank of full professor, and all departments must have at least one representative on the committee.
- ✓ To form this committee, faculty in each of the five departments in the college hold an election to identify three nominees to the college committee. Ideally, these three faculty members would include one full professor, one associate professor, and one associate (or higher) professor of practice. If a department does not have anyone holding one of these ranks, they may elect additional people at one of the other ranks. The MCOM area elects one faculty member who holds the rank of associate professor of practice or higher. From this pool of nominees, the dean selects ten individuals to serve on the college committee, as designated above, ensuring that all departments are represented, and, to the extent possible, that all disciplinary areas and methodological perspectives in the college are represented.
- ✓ Given that only one faculty member in CoMC holds the rank of senior lecturer at the time of writing this policy, that senior lecturer will serve a three-year term on the CTPCAC beginning when this policy is implemented. This item will be revisited and revised near the end of that three-year term.

- ✓ All college committee members serve three-year terms, with three of the seven members rotating off each year.
- ✓ The college committee is chaired by the ADAF, who convenes the committee meeting but does not vote at this meeting.
- ✓ The college committee reviews each dossier, then meets to vote. Committee members also have an opportunity to submit unsigned ballot comments. In reviewing, deliberating, and voting on dossiers, the purpose of the CTPCAC is to review the case, ensure that procedures were followed at the department level and that the dossier is complete, and provide a recommendation to the dean.
- ✓ Each CTPCAC member, like any other faculty member, can only vote once on each case. Thus, when a case from their own department is being reviewed, the college committee member will vote as a faculty member in their department. When the case is reviewed by the CTPCAC, that committee member should participate in the meeting but recuse themselves from the college committee vote on that candidate.
- ✓ The ADAF adds their letter (which is essentially a report of the college committee vote) and unsigned ballot comments from college committee members to the dossier.

(c) Dean level:

- ✓ The ADAF shares the dossier with the faculty member and department chair. After the faculty member has reviewed the dossier, he or she signs the access statement affirming that the dossier is ready to submit to the dean. This signed access statement is then added to the dossier.
- ✓ The ADAF submits the dossier to the dean.
- ✓ The dean writes a letter stating their recommendation.
- ✓ After providing the faculty member an opportunity to review the dean's letter, this letter is added to the dossier, which is then ready to submit to the Provost's Office.

**B. Timeline (if the date falls on a weekend or holiday, then the deadline shifts to the next business day)**

**January 15:** A faculty member who intends to submit for tenure and/or promotion in this calendar year notifies their department chair and ADAF

**February 28:** Department chair and candidate begin process of selecting external reviewers, adhering to department guidelines and TTU OP 32.01(4b).

**Around March 15:** Department chair sends e-mail invitations inviting ten external reviewers, with the hope of securing commitments from at least eight reviewers.

**May 31:** Candidate provides materials for chairs to send to external reviewers. (Materials will include CV, research/teaching/service statements, and three sample publications).

**August 15:** External reviewers submit letters to department chair, and these letters are shared

with candidate to be added to dossier.

**September 1:** Faculty member submits dossier to department chair. (See Appendix A for CoMC dossier template and TTU OP 32.01-Attachment B for university-level dossier requirements). After ensuring that dossier conforms to department, college, and university expectations, the department chair follows department procedures for making the dossier available to pertinent faculty in the department (as specified above in Item A(a)).

**Around September 15:** Voting faculty in the candidate's department meet to discuss tenure and promotion dossiers, adhering to department, college, and university guidelines. In addition to the tenure and/or promotion ballot, voting faculty must also be given an opportunity to submit unsigned comments, as stated in TTU OP 32.01.

**September 30:** Department chair submits tenure and/or promotion dossier to Associate Dean for Administration & Finance. This dossier includes a report of the faculty vote, the department chair's letter, and unsigned ballot comments, all in accordance with university, college, and department operating policies.

**Around October 15:** CTPCAC meets to discuss and vote on tenure/promotion dossiers. Committee members are also given an opportunity to submit unsigned ballot comments.

**November 1:** ADAF submits tenure/promotion dossiers to the dean. The dossier now includes a report of the college committee vote, unsigned ballot comments submitted by college committee members, and a signed statement acknowledging the candidate has reviewed the dossier before it was submitted to dean.

**Around November 8:** Candidate meets with dean and associate dean to review dean's letter before it is added to the dossier, which is then submitted to the Provost's Office.