

**PROFESSORS OF PRACTICE:
GUIDELINES FOR ANNUAL EVALUATION,
PROMOTION, AND CONTINUING APPOINTMENT**

Professors of practice are typically appointed at the rank of Assistant Professor of Practice and can petition for promotion to Associate Professor of Practice through a process similar to that used to evaluate tenure-track faculty for tenure and promotion. After six years of successful full-time employment, an assistant professor of practice also becomes eligible for continuing appointment status. For more information on continuing appointment, see [Texas Tech University OP 32.34](#).

The table below summarizes annual faculty evaluation procedures and timelines for professors of practice.

ANNUAL FACULTY EVALUATION CYCLE FOR PROFESSORS OF PRACTICE IN CoMC	
Years 1 and 2	Annual faculty evaluation in spring semester: <ul style="list-style-type: none"> ✓ Submit Digital Measures report to chair by Jan 20 ✓ Meet with chair in February/March ✓ Next year's appointment letter issued in April for faculty with positive evaluation
Year 3	Annual faculty evaluation in spring semester: <ul style="list-style-type: none"> ✓ Submit Digital Measures report and comprehensive third-year dossier to chair by Jan 20 ✓ Meet with chair in February/March to complete annual evaluation ✓ Tenured faculty and associate professors of practice in faculty member's home department review comprehensive third-year dossier and vote by end of March ✓ Next year's appointment letter issued in April for faculty with positive evaluation
Year 4	Annual faculty evaluation in spring semester: <ul style="list-style-type: none"> ✓ Submit Digital Measures report to chair by Jan 20 ✓ Meet with chair in February/March ✓ Next year's appointment letter issued in April for faculty with positive evaluation
Year 5	Annual faculty evaluation in spring semester: <ul style="list-style-type: none"> ✓ Submit Digital Measures report to chair by Jan 20 ✓ Meet with chair in February/March ✓ Next year's appointment letter issued in April for faculty with positive evaluation
Year 6	To be considered for continuing appointment and/or promotion to associate professor of practice: <ul style="list-style-type: none"> ✓ Submit promotion dossier by posted deadline (early September) ✓ Tenured faculty and associate PoP review dossier and vote on promotion and continuing appointment—if positive vote, then dossier moves forward for college and university-level review Annual faculty evaluation in spring semester: <ul style="list-style-type: none"> ✓ Submit Digital Measures report to chair by Jan 20

	<ul style="list-style-type: none">✓ Meet with chair in February/March✓ Next year's appointment letter issued in April for faculty with positive evaluations (continuing appointment and promotion will be stipulated, contingent on positive assessments at all levels)
Year 7 and subsequent years	Annual faculty evaluation in spring semester: <ul style="list-style-type: none">✓ Submit Digital Measures report to chair by Jan 20✓ Meet with chair in February/March✓ Faculty member is now subject to Texas Tech OP 32.31: Comprehensive Performance Evaluations✓ Next year's appointment letter issued in April

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**CHECKLIST FOR CoMC THIRD-YEAR REVIEW DOSSIER—8/19/19 DRAFT
ASSISTANT PROFESSORS OF PRACTICE**

Document	Who provides?	Additional instructions	✓
Cover page	Candidate	ADAF provides template	
ADAF letter	ADFS	This letter reports the outcome of faculty vote. ADAF adds it to the dossier before submission to Dean.	
Chair's letter	Chair	This is the chair's comprehensive evaluation of faculty member's performance for first three years. It is included in the dossier that the chair submits to ADAF.	
Vita	Candidate		
Candidate's original offer letter	Candidate	Include in initial dossier	
Basic Information	Candidate	Include in initial dossier (see Item 3 in Texas Tech OP 32.01B for template)	
Applicant's summaries: <ul style="list-style-type: none"> • <u>Teaching</u> (include narrative statement, peer observations, one-page summary of evaluation scores, and excerpts from student comments) • <u>Service</u> (include narrative statement, followed by optional supporting information) • <u>Professional excellence & currency</u> (include examples of professional work, possibly letters from colleagues) 	Candidate—consult with chair and ADFS regarding optional supporting information	Include in initial dossier. Depending on the nature of the faculty member's work, service and professional currency might be two separate sections, or they might be collapsed into one.	
Annual reports, chair evaluations, and third-year review	Candidate	Include in initial dossier, in reverse chronological order	
Unsigned ballot comments	ADAF	ADAF will add when available	



TEXAS TECH UNIVERSITY

College of Media & Communication™

THIRD-YEAR REVIEW COVER SHEET: PROFESSORS OF PRACTICE

FACULTY MEMBER NAME:

TEACHING

Average score Question 1—Course Objectives:

Average score Question 2—Instructor Effectiveness:

Average score Question 3—Valuable Learning Experience:

SERVICE

Please include a summary paragraph that highlights major service/professional currency/administrative contributions: 100 words maximum.

CHECKLIST FOR CoMC PROMOTION DOSSIER

Document	Who provides?	Additional instructions	✓
Cover page	Candidate	Include in initial dossier	
Signed statement of access to policies and dossier	Candidate (ADAF provides template)	Include in initial dossier, without signature	
Candidate election of tenure policy form	Candidate (template in OP 32.01B)	Include in initial dossier	
Recommendations and signatures page	Candidate (template in OP 32.01B)	Leave this blank in initial dossier	
Dean's letter	Dean	Will be added before submission to Provost	
ADFS letter	ADFS	Will be added before submission to Dean	
Chair's letter	Chair	Will be added before submission to College Tenure & Promotion Committee	
Vita	Candidate	Include in initial dossier—chair adds publication ratings before submission to Faculty Tenure & Promotion Committee	
Candidate's original offer letter	Candidate	Include in initial dossier	
Basic Information	Candidate	Include in initial dossier (see Item 3 in Texas Tech OP 32.01B for template)	
Applicant's summaries: <ul style="list-style-type: none"> • <u>Teaching</u> (include narrative statement, peer observations, one-page summary of evaluation scores, and excerpts from student comments) • <u>Professional Excellence & Currency</u> (include narrative statement, followed by optional supporting information) • <u>Service</u> (include narrative statement, followed by optional supporting information) 	Candidate—consult with chair and ADAF regarding optional supporting information	Include in initial dossier (20-page total is the maximum for this section)	
Annual reports, chair evaluations, and third-year review	Candidate	Include in initial dossier, in reverse chronological order	
Unsigned ballot comments	ADAF	ADAF will add when available	
Appendix: sample of work in professional excellence and currency	Candidate	This appendix will be used only for college review—will be removed when we send dossier to provost	