



TEXAS TECH UNIVERSITY
College of Architecture™

Operating Policy and Procedure

OP 103.05 Tenure-Track Third-Year Review Policy

DATE: April 29, 2014

PURPOSE: This operating policy and procedure sets forth definitions and establishes procedures for the third-year review of tenure-track faculty within the college as required by the university operating policy and procedures and the Texas Tech Regents' Rules.

REVIEW: This college policy will be reviewed by February 1 of every odd-numbered year by a committee of at least three tenured faculty members with recommendations for revision presented to the dean, tenured and tenured-track faculty of the college by March 1.

The charges of the committee are:

A. To assure that the College of Architecture Operating Policy and Procedures do not contradict the current Texas Tech University Operation Policy and Procedures.

The committee shall be responsible to monitor on a regular basis any changes in Texas Tech University Operation Policy and Procedures that may affect the College of Architecture Operating Policy and Procedures.

B. To invite, solicit and compile suggested revisions and amendments to the College of Architecture Operating Policy and Procedures from tenured and tenure track faculty in the College of Architecture.

C. The committee shall draft and prepare College of Architecture Operating Policy and Procedures amendments and changes and submit any amendments or changes to the tenure/tenure track College of Architecture faculty for an approval prior the end of each spring semester. A simple majority shall determine acceptance of any amendments or changes to the College of Architecture Operating Policy and Procedures.

The following college operating policy has been ratified by a majority of the voting members of the faculty and the dean.

Date of Vote: September 8, 2014

DEFINITION OF TERMS: See OP 103.01 for definition of terms common to college tenure and promotion policies.

Candidate:	refers to tenure-track faculty member being reviewed.
Committee:	refers to candidate's tenure-track third year review committee.
Chair:	refers to chair of the tenure-track third year review committee.

1 Goals

This policy strives to ensure equity and ethical evaluation of tenure-track candidates by aiding the dean and college faculty in assessing the trajectory of distinction within a candidate's record of teaching, research, and service. This process also provides an opportunity for the candidate to better understand his/her assessment by the college and respond with any necessary adjustments prior to the tenure review. The third-year review letter shall become part of the tenure dossier required by the college.

The third-year review allows the candidate an opportunity to respond to any deficiencies or areas of unsatisfactory performance prior to the full tenure review.

Texas Tech University has adopted a statement of ethical principles that calls on all members of the university community to accept responsibility for promoting shared ethical principles. All academic appointments and tenure judgments and recommendations rest upon honest evaluation of the faculty member's performance of his or her teaching, research, and service responsibilities. Consistent with University OP 40.01 and University OP 10.12, such judgments and recommendations are to be made without regard to race, religion, gender, sexual orientation, age, national origin, or disability, as defined by the Americans with Disabilities Act, as amended.

2 Committee Appointment

The presiding administrator, in consultation with the candidate, shall select a committee of three tenured faculty members not holding administrative positions, and shall also select the chair of this committee. The committee chair shall be responsible for organizing meetings, receiving submissions from the candidate, making the third-year review dossier available to the tenured faculty for review, and issuing documents on behalf of the committee. If the appointed administrator and the candidate are unable to agree upon committee members, the dean shall mediate. Members of the candidate's tenure-track advisory committee may not serve on the third-year review committee.

The committee shall be established no later than mid-December of the candidate's third year.

3 Decision Making Process

The review shall occur during the spring of candidate's third year of employment with the university. The presiding administrator shall notify the candidate of this review no later than mid-November of the third year. An initial meeting between the committee and candidate shall occur no later than mid-February to discuss the process and procedure of the review and establish a timetable for the submission and review of materials.

The candidate shall submit a review dossier no later than the first of March. Upon receipt of the candidate's third-year review dossier, the committee will review the dossier and make a written assessment and recommendation regarding the candidate's progress toward tenure

and promotion. During the review process the committee may meet with the candidate to discuss its recommendations and, if necessary, to get clarifications from the candidate.

The committee shall present the third year review report to the candidate in a meeting no later than the first of April. All persons present will sign the report as evidence the committee met to present and discuss the findings of the report with the candidate.

If the candidate does not agree with the findings in the report, an additional meeting will be held with the candidate, the presiding administrator, and the committee to discuss the report. This meeting will take place prior to any further action and no later than beginning of the second week of April. After the meeting the committee may submit an amended report. If the candidate still believes his/her concerns have not been satisfactorily addressed through this meeting, the candidate may file a written response to the dean within 30 working days of the meeting that will be added to the review file. Any further action will be subject to the university's faculty grievance procedures and tenure policy as described in university OP 32.05, Faculty Grievance Procedures.

Following the completion of the review process, the presiding administrator will make the candidate's dossier, the committee report, and candidate's response (if any) available for review by the College Tenured Faculty Committee by the second week of April. The presiding administrator will call a meeting of the College Tenured Faculty Committee following a ten working day review period to discuss the candidate's performance and to vote in support or non-support of the candidate's satisfactory progress towards tenure. During the review period a ballot box will be available for College Tenured Faculty Committee members who are unable to participate in the scheduled vote and wish to cast an absentee ballot. No meeting minutes are taken and the content of the vote meeting is confidential to the attendees. Faculty will vote with unsigned paper ballots. Additional written comments on a separate sheet are encouraged and will be included with the ballots. Absentee ballots will be provided to any faculty unable to attend, however they must be submitted prior to the meeting. No votes will be accepted after the meeting. The presiding administrator will collect and tally the ballots and will inform the College Tenured Faculty Committee of the results of the vote. The ballots and the written comments will become part of the promotion/tenure dossier.

In the case of an unsatisfactory third-year review assessment, the dean shall (a) issue a one-year terminal contact, or (b) provide written assessment and recommendation to the candidate with suggestions for improvement and/or requirements for performance, including conditions for continued employment with deadlines for completing these conditions.

4 Criteria

The candidate shall be reviewed on his/her progress in teaching, research, and service. This review shall be based on the criteria set forth in university OP 32.01 and university OP 32.32 and the college OP 103.02.

5 Documentation

The candidate shall submit a dossier documenting accomplishments in teaching, research and service as well as including their annual reports, and annual advisory letters prepared by the candidate's tenure-track advisory committee. The dossier shall follow the promotion and tenure dossier format defined in university OP 32.01. The dossier shall include:

- a. Vita with the administrator's rating of publications and creative activities.

- b. Candidate's letter of appointment.
- c. Annual advisory letters from the candidate's tenure-track advisory committee.
- d. Summaries of teaching effectiveness, research, and service.
- e. Documentation of teaching effectiveness, research, and service.
- f. Annual faculty reports and the candidate's annual college performance evaluations.
- g. Student course evaluations for courses taught by the candidate.
- h. Additional evidence of teaching, research, and service requested by the committee.

6 University and College Operating Policies and Related Documents

[University OP 32.01, Promotion and Tenure Standards and Procedures](#)

[University OP 32.01A, Texas Tech University Statement of Ethical Principles](#)

[University OP 32.01B, Promotion and Tenure Dossier Format](#)

[University OP 32.32, Performance Evaluations of Faculty](#)

[University OP 40.01, Equal Employment Opportunity Policy and Affirmative Action Program](#)

[University OP 10.12, Sexual Orientation Non-discrimination Policy](#)

College OP 103.02 – Promotion and Tenure Standards and Procedures.

College OP 103.02A – Attachment A: Appointment Letter Example.

College OP 103.02B – Attachment B: Faculty Review Calendar Example.

College OP 103.03 – Tenure-track Advisory Committee.

College OP 103.06 – Comprehensive Performance Evaluation.

College OP 103.10 – College Tenured Faculty Committee