

**Texas Tech School of Art Guidelines
for
Tenure & Promotion
(March 2011)**

Four documents govern the Tenure and Promotion process: the University OP 32.01, the College of Visual and Performing Arts Guidelines for Tenure and Promotion, the School of Art Guidelines for Tenure and Promotion, and each area's standards for research productivity. The School and College guidelines are subject to being revised in accordance with any refinements that the University administration makes regarding the Tenure and Promotion process. The following School of Art Guidelines describe the responsibilities of the tenure-track faculty member, the duties of the guidance committee and Director, and the timetable for applying for tenure and promotion.

I. Appointment of a guidance committee.

During the first year of service of a tenure-track appointment, each faculty member will be assigned a three-member committee of tenured faculty. Each committee will have three members, when reasonable, from the School of Art. The Tenure and Promotion Guidance committee will follow the tenure-track faculty member's career throughout the duration of the tenure-track process, providing advice, guidance, and evaluation in the areas of teaching (teaching observations should be conducted each semester), research, and service.

The committee will meet with the tenure-track faculty member in the second semester of the appointment to begin a process of class evaluations and an assessment of the tenure-track faculty member's teaching effectiveness and the nature and extent of research and service.

The committee members will conduct yearly reviews and provide a written report of the tenure-track faculty member's teaching, research, and service. The report informs the tenure-track faculty member on his or her progress toward meeting the School of Art area-specific criteria as well as the college and university's expectations for tenure. In addition, strengths and weaknesses found in the tenure-track faculty member's teaching, research, and service will be brought to the attention of the tenure-track faculty member annually through meetings with the members of the guidance committee and school Director. If necessary, the guidance committee will recommend a course of action for improvement.

The guidance committee does not provide a committee vote at the time of tenure & promotion; rather, its members vote with the other faculty members having voting rights.

II. Schedule of responsibilities and the contents of the packets for external reviews and the tenure dossier.

The tenure-track faculty member and Guidance committee members ordinarily follow this schedule.

1 st year	Fall	Director meets with tenure-track faculty member to review tenure criteria and procedures. Tenure & Promotion Guidance committee appointed.
	Sp	First evaluation by each committee member. Criteria and issues beyond procedural concerns are discussed.
2 nd year	Fall	
	Sp	Second evaluation by each committee member.
3 rd year	Fall	

Sp **MID TERM REVIEW**
 Each committee member writes a third evaluation. By the first week of March, the candidate prepares a complete dossier (please refer to the School of Art Midterm Review document for specific contents). The candidate makes available the dossier to tenured faculty for the purpose of a comprehensive evaluation (midterm review) of the candidate's performance. Tenured faculty and the candidate attend the review. Only tenured faculty may vote on progress toward tenure and promotion.

Guidance committee Chair provides to the Director a single written summary covering teaching, research and service (separate from the dossier), signed by the committee members, of the committee members' evaluations to date.

The Director will prepare a comprehensive midterm review. The Director will send to the Dean (by the end of the week following commencement in May), the Director's comprehensive midterm review, a summary of the ballot and typewritten comments, and the Official Recommendation form taken from OP. 32.01.

4th year
 Sp Fall Fourth evaluation by each committee member.

5th year
 Fall Director informs the guidance committee chairperson and tenure-track faculty member of the timetable for the preparation of the tenure dossier and viewing by the tenured faculty, and the candidate's meeting with the tenured faculty.

Sp Fifth evaluation by each committee member.

In February, tenure-track faculty member files a letter of intent to apply for Tenure and/or Promotion (see CVPA website for form).

This is the semester in which the external assessment process begins.

1) By the end of January, the tenure-track faculty member in consultation with the guidance committee chair and the Director jointly compile a list of eight to ten individuals external to the SoA and with expertise relevant to the candidate's area of research who may be asked to provide a letter of evaluation. The list should represent a mix of academic ranks, experience, and responsibilities. Several of the individuals on the list should be able to write a "blind" letter, in other words, they should know the candidate only by reputation, if at all. In making the choice of appropriate external evaluators, those involved must make every effort to comply with any University suggestions regarding inclusion of "peer" institutions. From this list, the guidance committee chair identifies five to six individuals who agree to perform an external review of the candidate.

2) The evaluators' letters should address research activities within the required scope of teaching and service at TTU. Evaluators should include their current CV with their letters.

3) By the end of February, the tenure-track faculty member prepares a packet of materials to be sent to the external evaluators. Before they are sent, the materials must be reviewed and approved by the Guidance committee.

Each packet should contain:

- Guidance committee chair's cover letter to the evaluator
- TTU criteria for Promotion and Tenure Standards and Procedures
- CVPA guidelines for Tenure and Promotion

- SoA T&P Guidelines
- Area criteria for the evaluation of performance in research
- Candidate's Research, Service and Teaching statements
- Candidate's Vita
- Examples of Candidate's research
- Syllabi
- Student Evaluation summaries (quantitative and qualitative; 1 page per year; comments selected by Guidance committee and signed by Director)
- Documentation of student work as determined by the area
- Candidate's Annual Faculty Reports

4) The tenure-track faculty member is responsible for making the necessary copies of the packets.

5) The Guidance committee chair mails the packets to outside reviewers by the end of March. External letters ordinarily will be due back to the Guidance committee chair by the first of May.

6) The tenure-track faculty member is responsible for preparing the official dossier in accordance with College and University guidelines (see CVPA website and OP 32.01- attachment at the end of the document). By the first of May, the tenure-track faculty should present the complete dossier to the Guidance committee, which may suggest refinements that can be completed over the summer. Any additional accomplishments, such as an exhibition or publication that occurs over the summer, may be added to the final version of the dossier.

7) The Guidance committee Chair provides to the Director a single written summary covering teaching, research and service (separate from the dossier), signed by the committee members, of the committee members' evaluations to date.

6th year Fall

FINAL REVIEW BY SoA faculty. The final dossier must be ready to present to the eligible voting art faculty for review by the 2nd week in September. In the 1st week in October a total of 8 dossiers (please refer to the CVPA format checklist) are required: one original (contains originals of external letters; filed at the college) and 7 copies (1 for the unit, 5 for college use, 1 for the provost).

Sp

School of Art Director and tenure-track faculty member are notified first of the Dean's recommendation and later of the Board of Regents' decision.

Please note that there is not sufficient time in the fall semester of the decision year for the tenure track faculty member to do anything but meet his/her Tenure and Promotion Guidance committee; appear before the eligible voting art faculty for query; and allow the voting art faculty time to review the dossier and vote.

The dossier presented to eligible voting art faculty for review should contain:

- 1.) Tenure-track faculty member's vita (without Director's ratings);
- 2.) Five to six letters from external peer reviewers assessing the candidate's contributions in research and professional service;
- 3.) Basic Information section (following the form appended to OP32.01);
- 4.) Annual reports and Director's assessments, with report of Midterm Review in its proper place;
- 5.) Candidate's statements on research, teaching and service;
- 6.) The guidance committee assessments on teaching (including peer teaching evaluations and student evaluations with quantitative rating and

- qualitative comments) research and service for all completed years of employment;
- 7.) School of Art procedures for tenure & promotion;
- 8.) Area criteria for creative/research productivity;
- 9.) Bio-sketches of outside "peer" and administrative reviewers (all together on one page)
- 10.) The tenure-track faculty member must also present to the eligible voting art faculty a separate binder containing examples of research or creative activity and documentation of student work as determined by the area (this binder is not forwarded beyond the unit).

The dossier in its final form will then have added to it for submission to the College of Visual and Performing Arts Dean:

- 1.) Director's ratings of research on the tenure-track faculty member's vita;
- 2.) Director's letter (including ballot results);
- 3.) Ballot comments;
- 4.) Tenure-track faculty member's statement that he/she has had access to the documents governing tenure and that he/she has had the opportunity to review the contents of the final dossier.

III. Responsibilities of the tenure-track faculty member

- 1.) Each January, the tenure-track faculty member provides committee members with an Annual Report, relevant research production, and any supporting materials that present the tenure-track faculty member's accomplishments.
- 2.) For the Midterm and Final reviews, the tenure-track faculty members prepares a current Vita (in the approved CVPA format) to include: teaching, creative or academic research, service, awards, and relevant experience. This Vita will include relevant material from the tenure-track faculty member's entire career, not just since appointment to Texas Tech University, organized into sections documenting teaching, research and service. Information prior to TTU appointment should be clearly set apart from that related to the term of service at this university. The Vita should include all significant information contained in Annual Reports for the years under consideration.
- 3.) The tenure-track faculty member will work with the appointed guidance committee to establish a timetable for all required evaluations and documentation in the areas of teaching, research, and service.
- 4.) By January of the 5th year, the tenure-track faculty member provides the guidance committee chair with a list of eight to ten persons from academic or professional institutions having a stature equivalent to tenure (if in another institution or professional situation). These "peer" reviewers will comment on the quality of published research or creative activity of the tenure-track faculty member, on service to professional or other organizations, on the tenure-track faculty member's teaching in a visiting capacity in another university, or on relevant matters within their competence to judge.
- 5.) The tenure-track faculty member is responsible for preparing by the middle of March of the 5th year the packets sent to outside reviewers.
- 6.) By May 1 of the 5th year, the tenure-track faculty member is responsible for completing preparations of the dossier to be reviewed within Texas Tech. It can be amended to include creative/research conducted and/or letters of recommendation received during the summer months, but additions must be completed by the end of the first week in September of the decision year.
- 7.) It is the responsibility of the candidate to keep on track and follow the T&P schedule as outlined.

- 8.) If the T&P procedures are not being followed by the committee, it is the candidate's responsibility to contact the committee chair and then the Director to report lapses.

IV. Responsibilities of the guidance committee

- 1.) The guidance committee will consist of three tenured faculty members from the School of Art (when reasonable). The committee will be responsible for evaluating the tenure-track faculty member's performance in the areas of teaching, research, and service. The committee ordinarily assigns one member to each area (teaching, research and service).
- 2.) The committee will meet with the tenure-track faculty member according to the schedule outlined in this document.
- 3.) The guidance committee, along with the Director, is responsible for explaining the procedure and process of tenure to the tenure-track faculty member. It will review the tenure-track faculty member's vita and provide advice in the assembly of material.
- 4.) The guidance committee chairperson requests from the tenure-track faculty member a list of eight to ten individuals qualified to write an external review of the candidate. The chairperson also asks the Director for the names of several administrative-level external reviewers. The list should represent a mix of academic ranks, experience, and responsibilities. Several of the individuals on the list should be able to write a "blind" letter, in other words, they should know the candidate only by reputation, if at all.
- 5.) The chairperson will contact these evaluators in writing using a form approved by the Director of the School of Art as the basis for a letter. The guidance committee chairperson advises the candidate as s/he assembles the packet that goes to external reviewers.
- 6.) Guidance committee member(s) will conduct classroom observations of the tenure-track faculty member's teaching each semester.
- 7.) The guidance committee members will provide written evaluation of the tenure-track faculty member's progress in teaching, research, and service during the entire period of consideration, and at the time of the third and fifth evaluations, the Guidance committee chair provides to the Director a single written summary covering teaching, research and service (separate from the dossier), signed by the committee members, of the committee members' evaluations to date.
- 8.) The guidance committee reviews the tenure-track faculty member's materials as the external evaluation and dossiers are being prepared. The guidance committee aims to help the faculty member adhere to the various procedures and guidelines and also to help the faculty member to present her or his accomplishments as thoroughly as possible. The review of the faculty member's materials is subject to the Director's supervision.

V. Responsibilities of the School Director

- 1.) The Director meets with tenure-track faculty member to review tenure criteria and procedures.
- 2.) The Director appoints the chair and members of the Tenure and Promotion guidance committee in consultation with the tenure-track faculty member.
- 3.) The Director will prepare a 3rd year comprehensive midterm evaluation that is sent to the CVPA Dean. The Director sends to the Dean, by the end of the week following commencement in May, the Director's letter of assessment, a summary of the ballot and typewritten comments, and the Official Recommendation form taken from OP 32.01.

- 4.) The Director, in consultation with the tenure-track faculty member and guidance committee, identifies program administrators of peer institutions to add to the list of external evaluators.
- 5.) The Director supervises the guidance committee chair and faculty member in finalizing the faculty member's materials.
- 6.) The Director, in consultation with committee member(s) and the tenure-track faculty member, will assess the tenure-track faculty member's research in accordance with area-specific criteria. In the final comprehensive dossier the Director writes the relative rating of items on the vita after the faculty-at-large has voted.
- 7.) The Director will initiate voting by ballot but does not vote as a faculty member. The vote count will be witnessed by two tenured faculty members, recorded, and included in the dossier.
- 8.) The Director provides a letter that includes an independent recommendation relative to tenure-track faculty member's tenure and/or promotion. The Director should notify the Dean of the College of Visual and Performing Arts of any contractual agreements with the tenure-track faculty member prior to his/her hiring which would affect the interpretation of the tenure-track faculty member's teaching, research, or service.
- 9.) A copy of the Director's letter must be given to the candidate at the time the dossier is forwarded to the Dean's office.
- 10.) The Director must notify the Dean of any deviations from procedures governing tenure and promotion.