

Application for Promotion and Tenure

Faculty Member, Ph.D.

Assistant Professor

Department of Academic Studies

College of Arts & Sciences

October 2013

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*These items will not be forwarded to the Provost's Office

⁺ These four sections combined are limited to a total of 20 pages.

Candidate's Statement of Access to Policies and the Dossier
Faculty Member, Ph.D.

I have had access to the following documents pertinent to tenure and promotion at Texas Tech University:

- University Operating Policy 32.01
- The College of Arts and Sciences Guidelines for Tenure and Promotion
- The Department of _____tenure and promotion standards and procedures.

I have also reviewed the contents of this dossier.

Attest:

Candidate's Signature

Date

Last Name

First Name

Middle Name(s)

Consideration for: Tenure

Promotion

Candidate elects to be evaluated by the following tenure policy (select one):

_____ Tenure policy in effect at time of hire

_____ Tenure policy in effect at time of last promotion (promotion dossiers only)

_____ Tenure policy that is currently in effect

Last Name

First Name

Middle Name(s)

Recommendations

Evaluator	Tenure	Promotion
Department Committee (ballot count)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
Department Chairperson (signature)	Approve _____ Disapprove _____	Approve _____ Disapprove _____
College or School Committee (ballot count)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
Dean of College or School (signature)	Approve _____ Disapprove _____	Approve _____ Disapprove _____
Dean, Graduate School (signature)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
Provost & Senior Vice President (signature)	Approve _____ Disapprove _____	Approve _____ Disapprove _____
President (signature)	Approve _____ Disapprove _____	Approve _____ Disapprove _____

Dean's Letter

Dean's Letter

Chairperson's Letter

Chairperson's Letter

Chairperson's evaluation of the candidate's teaching effectiveness, research and creative activity, and professional service. See OP 32.01 for additional information.

Please include the total amount of funding and the amount attributed to the faculty member from ORS.

Statement as to the Count of Ballots
Faculty Member, Ph.D.
Candidate for Tenure and/or Promotion to [Rank]
In the Department of Academic Studies

Sealed ballots were collected by Chairperson, Dr. _____,
and opened in the presence of Dr. _____.
Votes were counted twice and recorded on the Tally Cover Sheet.

Tenure Votes

_____ For _____ Against _____ Abstain

Promotion Votes

_____ For _____ Against _____ Abstain

Attest:

Chairperson Date

Witness Date

Departmental Tenure and Promotion Review Committee's written recommendation, if available. Not all departments use this process.

Curriculum Vitae

NAME _____

Date _____

CURRICULUM VITAE

(Items marked with an asterisk* are required)

I. *GENERAL INFORMATION

***CONTACT INFORMATION**

***EDUCATION**

***ACADEMIC POSITIONS**

***PRIOR ACADEMIC POSTIONS**

***KEY WORDS FOR TEACHING INTERESTS**

***KEY WORDS FOR RESEARCH INTERESTS**

II. TEACHING

***COURSES TAUGHT (since appointment or last promotion)**

Teaching Awards

Pedagogical Accomplishments

Scholarship of Teaching and Learning

***RESEARCH DIRECTION** (include the name of each student and the title of dissertation, thesis, or project).

Chair of Doctoral Committees

Member of Doctoral Committees

Chair of Masters Committees

Member of Masters Committees

Undergraduate/Honors Committee

Student Advising Activities (not listed above)

III. *RESEARCH

***PUBLICATIONS** Give full published citations. Authorship order will indicate degree of contribution unless otherwise indicated at the end of a given listing (e.g., “authorship order is alphabetical,” “authorship order determined by coin flip,” etc.).

***Articles (refereed)**

Chair’s Ratings should be placed in the left-hand margin next to each entry. Only those items since the candidate’s most recent promotion at Texas Tech University need to be rated.

***Books**

***Book Chapters Proceedings**

(refereed) Abstracts

(refereed)

Non Peer-Reviewed Publications, including Technical Reports

Manuscripts Currently Submitted

***PROFESSIONAL PRESENTATIONS**

CONFERENCE WORKSHOPS ORGANIZED/CONDUCTED

*** FUNDING (Title, Authors, List PIs and Co-PIs, Agency, Amount Requested/Obtained, Duration; authors role and percentage of effort)**

***External Applications, Acceptances and Pending**

***Internal Applications, Acceptances and Pending**

***External Applications, Denied**

***Internal Applications, Denied**

Responsible Conduct in Research and Safety Protocols Activities

IV. SERVICE

***Departmental Service**

***College and University Service**

Reviewer: Published Book Reviews

**Academic articles, grants and books; Grant proposals &
Conference Paper Competitions**

Professional Consulting

Synergy Activities Texas Tech University (Guest Lectures)

Community Guest Lectures

Media Presentations

Professionally Relevant Community Service

Local National

International

Membership in Professional Organizations

External Reviews

Information about the External Reviewers

The Chairperson should provide information on the external reviewers. This information should include:

- 1. How the external reviewers were selected.**
- 2. A list of the external reviewers including:**
 - a. The individuals' qualifications to judge the candidate's work.**
 - b. Disclose which, if any of the reviewers have had a personal relationship with the candidate, such as collaborator, coauthor, former professor or student.**

Letters from External Reviewers

Basic Information

Basic Information

1. Date of employment
2. Rank and title
3. Highest degree
4. Terminal degree for this position
5. Special qualifications
6. Experience in other institutions of higher education
7. Nature of initial assignment
8. Changes subsequent to employment:

Degrees completed:

University	Degree	Date Conferred
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Promotions granted:

a. Date _____ from (rank) _____ to _____

b. Date _____ from (rank) _____ to _____

c. Number of calendar months from last promotion until beginning of this semester _____

Percent of time allocated to teaching, research, and service in current position:

_____ % Teaching _____ % Research _____ % Service

9. In support of this recommendation:

Percent of assignment to teaching (average for last 3 years): _____ %
i.e., the portion paid from teaching salaries for the 9-month academic year

Teaching load last 4 semesters, excluding summer:

Fall 2013 Semester:

Course #	Credits	Enrollment
a.		
b.		
c.		
d.		
e.		

Spring 2013 Semester:

Course #	Credits	Enrollment
a.		
b.		
c.		
d.		
e.		

Fall 2012 Semester:

a.
b.
c.
d.
e.

Spring 2012 Semester:

a.
b.
c.
d.
e.

Student advising activities and responsibilities: (if the information is in the CV, just state "Please see Research Direction section of vitae.")

For chairperson's response:

Compared to other teaching assignments in the department, this applicant's load has been:

High_____Average_____Low_____

Original Letter of Hire

Candidate's original letter of hire that set forth Texas Tech University's expectations for the faculty member.

This letter should include the expectations, start-up, etc. Not the letter from the provost with a general "welcome".

Summary of Teaching Effectiveness

Applicant's Summary of Teaching Effectiveness

Summary evidence of teaching effectiveness prepared by the unit head in consultation with the applicant should be included in this section.

- 1. Teaching philosophy.**
- 2. Clearly delineate graduate courses taught, chairing or membership on thesis/dissertation committees, mentoring of individual graduate students and similar activities.**
- 3. Contributions to creative pedagogy and innovative instructional materials should be included.**
- 4. Contributions to service-learning and study abroad should be included as appropriate.**
- 5. Outreach and engagement activities associated with teaching should be included.**
- 6. An evaluation of the objectives, methods, and materials of courses designed and/or taught should be conducted by faculty colleagues.**
- 7. Peer and student evaluation summaries are to be included (limited to 1 page per year since appointment or previous promotion). See example on the following page.**

Year 1 – Teaching Summaries

Course/Section	Enrollment	Rating of Instructor	
		(Question 1)	(Question
11)			
<u>Fall Semester</u>			
ACST 1300.004	150	4.85	4.32
ACST 3306.001	60	4.80	4.50
<u>Spring Semester</u>			
ACST 1301.004	100	4.50	4.29
ACST 3306.001	60	4.42	4.57

These comments were sampled by the department chairperson from Student Evaluations and are representative of the majority of the comments.

Term	Course/Section	Sample Comments
Fall 00	ACST 1300.003	“This was a great professor.” “Uses too much chalk.” “Great tests.” “Very knowledgeable and approachable.”
	ACST 3306.001	“What an upper level course ought to be.” “Really got me excited about my major.” “Could be on time for office hours, otherwise a great prof.”
Spring 01	Etc.	

Summary of Peer Evaluations

Drs. X, Y and Z provided peer evaluations of ... The consensus is that

Summary of Research and Creative Activities

Applicant's Summary of Research and Creative Activities

Includes a summary evidence of research and creative activity prepared by the applicant:

- 1. Use this section to provide an explanation of what the research program is about, how it developed, how it furthers the department's and university's mission, etc.**
- 2. Statement on the amount and use of the Texas Tech start-up.**
- 3. Summary information about external funding activities should be included, as appropriate.**
- 4. Patents and other intellectual property information should be included, as appropriate.**
- 5. Outreach and engagement research activities should be included, as appropriate.**
- 6. A summary of the impact of the research program should be included. This section should include a summary of the citation record by publication. Include summary information about the quality of the work that cites the publication (e.g., impact factor, newspaper/magazine).**

Summary of Service Activities

Applicant's Summary of Service Activities

**Summary evidence of professional service prepared by the applicant.
Service related activities should be discipline-related.**

- 1. Summary of departmental, college, university, professional and community service related activity should be included.**
- 2. Consultancies (paid and unpaid) should be included.**
- 3. Outreach and engagement service activities should be included, as appropriate.**

Annual Reports & Chair Evaluations

Annual Reports, Chair Evaluations, and Third-year Review

Copies of the candidate's:

- 1. Annual reports with chairperson's assessments.**
- 2. The report of the third-year review (when applicable).**

Just the annual reports and assessments as of the most recent promotion should be provided for cases that are promotion only.

These should include the Faculty Annual Report and Chair Evaluation, by year with the most recent year first.

2012

2011

2010

2009

2008

Third-year Review

Departmental Tenure and Promotion Guidelines/OPs

Unsigned Ballot Comments

Peer Evaluations

Peer Evaluations (when available)

Complete Record of Citations of Published Works

Complete Record of Citations of Published Works

Faculty Member, Ph.D.

Candidate for Tenure and Promotion

Department of Academic Studies

For each publication list all the sources citing it and where the information was obtained (e.g., Google Scholar, Web of Knowledge). The record of citations is to exclude self-citations.

Martinez, H. (2001). Nice scholarly title. Good Journal, 23, 10-20.

Cited: Foster, E. (2003). Her title. Her Journal, xx, p. – p. (Source)

Marmaduke, D., & Garfield, C. (2004). Their title.

Their Journal, xx, p.-p. (Source)

Etc. for other cites

Smith, J., & Martinez, H. (2001). Another fine title. A Better Journal, 55, 136-148.

Cited: Dole, R. (2004). His title. His Journal, xx, p.-p. (Source)

Etc. for other cites