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:

Offivoroity.		
•	 University Operating Policy 32.01 The College of Arts and Sciences Guidelines for Tenure and The Department of 	Promotion tenure and
	promotion standards and procedures.	
I have also re Attest:	reviewed the contents of this dossier.	
Candidate's	s Signature Date	

Last Name		First Name	Middle Name(s)
	Consideration for:	Tenure	Promotion
	elects to be evaluated	d by the following ter	nure policy (select
one): Ter	nure policy in effect at	time of hire	
Ter	nure policy in effect at	time of last promotic	on (promotion dossiers only)
Ter	nure policy that is curr	ently 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	Approve
College or School Committee (ballot count)	Approve Disapprove Abstention	Approve Disapprove Abstention
Dean of College or School (signature)	Approve	Approve
Dean, Graduate School (signature)	Approve Disapprove Abstention	Approve Disapprove Abstention
Provost & Senior Vice President (signature)	Approve	Approve
President (signature)	Approve	Approve



Dean'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

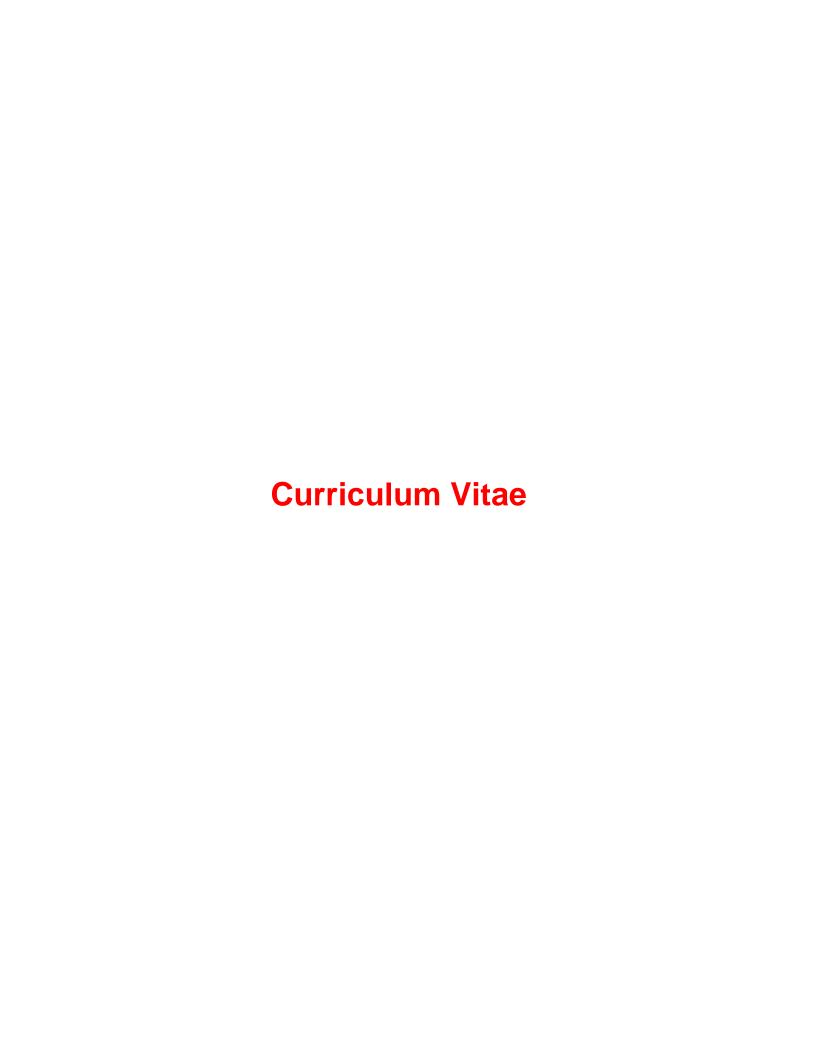
Faculty Member, Ph.D.

Candidate for Tenure and/or Promotion to [Rank]

In the Department of Academic Studies

Sealed ballots were colle	ected by Ch	airperson, Dr		
and opened in the prese	nce of Dr			
Votes were counted twic	e and recor	ded on the Tally C	over 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.



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 Pls and Co-Pls, Agency, Amount Requested/Obtained, Duration; <u>authors role and percentage of effort</u>)

*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

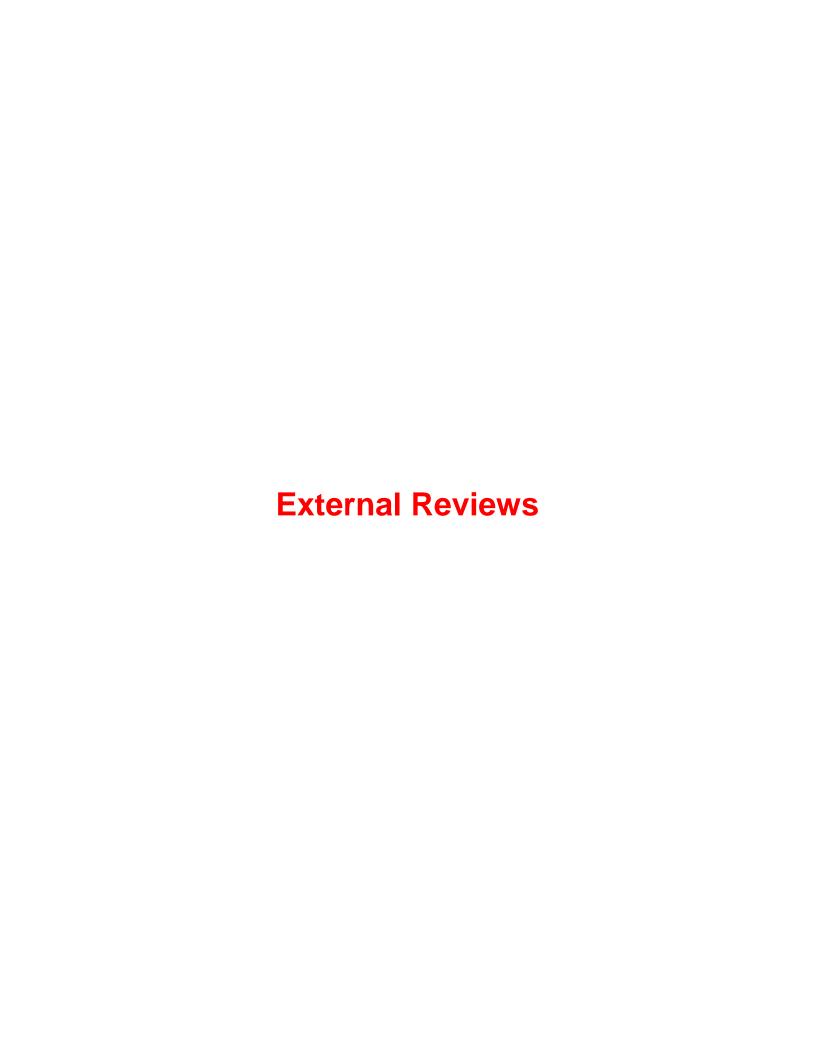
Media Presentations

Professionally Relevant Community Service

Local National

International

Membership in Professional Organizations



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	s position			
5. Special qualifications				
6. Experience in other ins	titutions of higher edu	cation		
7. Nature of initial assignr	nent			
8. Changes subsequent to	o employment:			
Degrees completed:				
University		Degree	Date Conferred	
Promotions granted:				
a. Date	from (rank)		to	
b. Date	from (rank)		to	
c. Number of caler	ndar months from last	promotion until b	eginning of this semester	
Percent of time allocated	to teaching, research,	and service in co	urrent position:	
% Teaching	% Researc	ch	% Service	

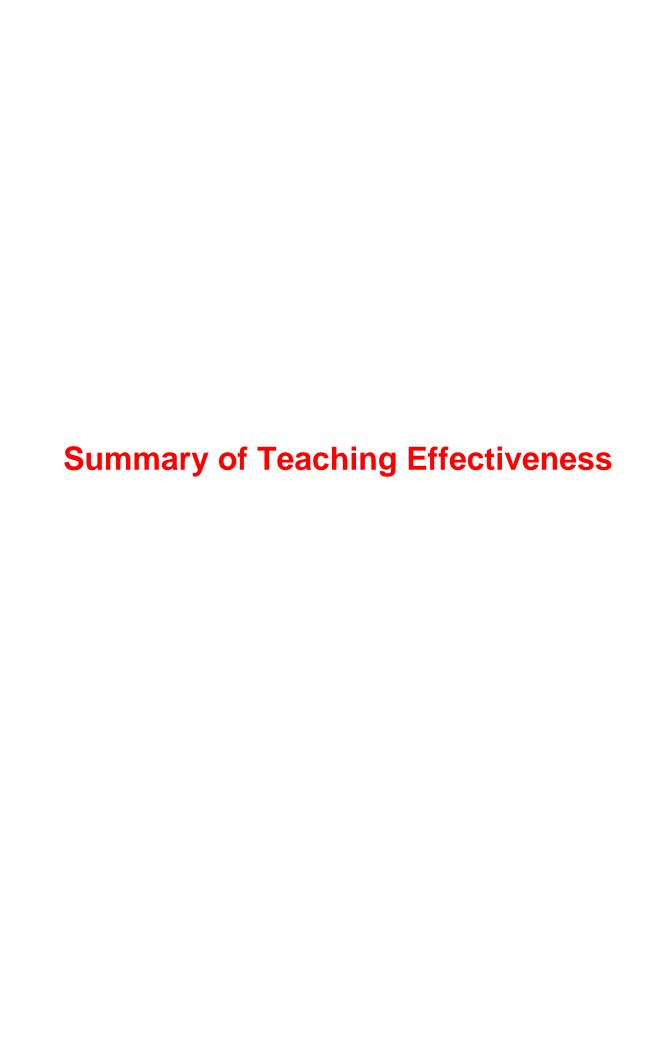
		ent to teaching (ave I from teaching sala			
Teaching loa	d last 4 semes	sters, excluding sum	nmer:		
Fall 2013 Se Course #		Enrollment	Spring 2013 Course #		Enrollment
	Credits	Enrollment		Credits	Enrollment
a.			a.		
b.			b.		
C.			C.		
d.			d.		
e.			e.		
Fall 2012 Se	mester:		Spring 2012	2 Semester:	
a.			a.		
b.			b.		
C.			C.		
d.			d.		
e.			e.		
		and responsibilities:	(if the information	n is in the CV, j	<mark>ust state "Please</mark>
see Researc	n Direction se	ction of vitae.)			
	son's respor other teachin	nse: g assignments in the	e department, this	applicant's loa	ad has been:
High		verage	Low		

9. In support of this recommendation:



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".



Applicant's Summary of Teaching Effectiveness

<u>Summary</u> evidence of teaching effectiveness <u>prepared by the unit head in consultation with the applicant</u> 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 Rating of C	Enrollment ourse	Rating of Instructor	
11) Fall Semester		(Question 1)	(Question
ACST 1300.004 ACST 3306.001	150 60	4.85 4.80	4.32 4.50
Spring Semester			
ACST 1301.004 ACST 3306.001	100 60	4.50 4.42	4.29 4.57

These comments were <u>sampled by the department chairperson</u> 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." "Use much chalk." "Great tests." "Very knowledgeable and approachable."	s too
	ACST 3306.001 "What an upper level course ought be." "Really got me excited about my major." "Could be time for office hours, otherwise a great prof."	to e on
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:

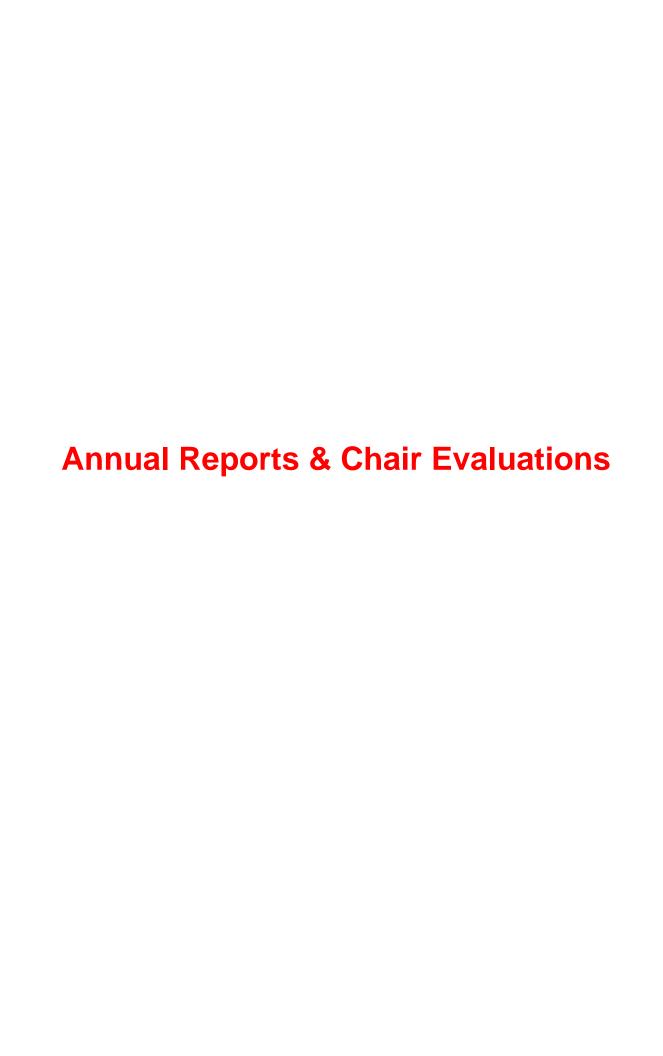
- 1. Use this section to provide an explanation of what the research program is about, how it developed, how it furthers the department's and university's mission, etc.
- 2. Statement on the amount and use of the Texas Tech start-up.
- 3. Summary information about external funding activities should be 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).



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, 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.

Third-year Review

Departmental Tenure and Promotion Guidelines/OPs

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.

<u>Cited</u>: 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.

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

Etc. for other cites