

## **Talkington College of Visual & Performing Arts Guidelines for Tenure & Promotion of College-Unit Faculty Members**

(Guidelines herein are equivalent to those used at Unit level; references to TCVPA procedures refer to College policies that apply to entire Talkington College of Visual & Performing Arts faculty.)

### **The College "Unit Faculty" defined:**

In order to provide a representative "Unit Faculty" for consideration of Interdisciplinary faculty positions residing in the college, 3 members will be selected from each of the college's administrative units, and 3 additional members will represent the designated home unit. [Example: 3 from the School of Music, 3 from the Department of Theatre & Dance; 6 from designated home unit School of Art.] Membership may vary with time, as does any faculty; however, the percentage of representation allotted to each unit remains constant. The College Unit Faculty body considers the candidate's qualifications for graduate faculty status and evaluates the candidate's performance at the time of midterm and final reviews for tenure and promotion.

### **Following are the stages of evaluation and guidance provided by the College Unit for its tenure-acquiring faculty:**

- (1.) During the first year of service of a tenure-track appointment, each faculty member will be assigned a three-member guidance committee of tenured faculty. Each committee, as appropriate, will have three members from the College Unit Faculty, from the college's units, and/or from units across the TTU campus. 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 will conduct annual reviews and formulate written reports of the tenure-track faculty member's teaching, research, and service. The report will keep the tenure-track faculty member informed annually on his or her progress toward meeting the College Unit's 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 designated College-Unit administrator. If necessary, the guidance committee will recommend a course of action for improvement.

The guidance committee does not vote as a committee for the purpose of tenure & promotion; rather, any of its members selected from College Unit Faculty vote with the other faculty members having voting rights (i.e., College Unit Faculty).

- (2.) Evaluations are normally conducted by the tenure-track member's guidance committee on the following schedule:

1 <sup>st</sup> year	Fall	The College-Unit administrator meets with tenure-track faculty member to review tenure criteria and procedures. Tenure & Promotion Guidance Committee is appointed.
	Sp	First evaluation by each guidance committee member. Criteria and issues beyond procedural concerns are discussed.
2 <sup>nd</sup> year	Fall	
	Sp	Second evaluation by each guidance committee member.

## MID TERM REVIEW

3 <sup>rd</sup> year	Fall	
	Sp	<p>Each guidance committee member writes a third evaluation and a summary evaluation of the three preceding years. The candidate prepares a dossier containing the guidance committee reports, the candidate's annual reports, College-Unit administrator's reviews, and a CV, in a format that conforms to the TCVPA college-level guidelines for all faculty. The candidate makes available the dossier to tenured college Unit Faculty for the purpose of a comprehensive evaluation (midterm review) of the candidate's performance. Tenured Unit Faculty interviews the candidate and votes on progress toward tenure and promotion. Guidance Committee Chair provides the College-Unit administrator a summary of the committee's assessments, with copies to all committee members. The College-Unit administrator writes an independent 3<sup>rd</sup> year midterm review of the candidate's progress toward tenure and promotion. The College-Unit administrator sends to the Dean, by the end of the week following commencement in May, the College-Unit administrator's letter of assessment, a summary of the ballot count and typewritten comments, and the Official Recommendation form taken from OP. 32.01.</p>
4 <sup>th</sup> year	Fall	
	Sp	Fourth evaluation by each guidance committee member.
5 <sup>th</sup> year	Fall	College-Unit administrator informs the guidance committee chairperson and tenure-track faculty member of the timetable for the preparation of the tenure dossier, its viewing by the tenured faculty, and the candidate's meeting with the tenured College-Unit Faculty.
	Sp	<p>Fifth evaluation by each guidance committee member. An abbreviated dossier must be assembled during this semester to facilitate review of the tenure-track faculty member's teaching, research, and service by external evaluators. The packet for external review contains the annual reports, teaching evaluations, student comments, CV, teaching, research and service statements, and copies of publications and syllabi, in addition to the University, College, and College-Unit Standards and Procedures for Tenure and Promotion. Guidance committee and College-Unit administrator work with tenure-track faculty member in preparing dossier. In March, tenure-track faculty member files a letter of intent to apply for Tenure and/or Promotion (see TCVPA website for form). At this time the candidate should also consult TCVPA website to become familiar with the materials to be included in the college-level dossier for use.</p> <p>In addition, a written summary report is prepared by the guidance committee members assessing the candidate's performance since the date of hire. 5-6 packets are sent out by the guidance committee chair to external reviewers by mid March. The group of external reviewers should meet minimum university standards for "peer-institution" representation and may include program administrators if appropriate.</p>
campus		
6 <sup>th</sup> year	Fall	The final dossier, prepared in accordance with College and University policies, must be ready to present to the eligible voting college Unit Faculty for

review by the 2<sup>nd</sup> week in September. In the 1<sup>st</sup> week in October the required dossier forms are delivered to the college in formats specified by TCVPA college-level policies.

- Sp Notification of the Dean's recommendation. College-Unit administrator and tenure-track faculty member are notified of the Board of Regents' decision.

It must be noted 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 faculty for query; and allow the voting College-Unit Faculty time to review the dossier and vote. The dossier in its final form will then have added to it for submission to the College of Visual and Performing Arts dean:

- 1.) The College-Unit administrator's letter (including ballot results);
- 2.) 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;
- 3.) Five or six letters from external peer reviewers assessing the candidate's contributions in research and professional service; some of the writers may be administrators of peer institutions.
- 4.) The College-Unit administrator's ratings of research on the tenure-track faculty member's vita;
- 5.) Basic Information section (appended to OP32.01);
- 6.) Ballot comments;
- 7.) Annual reports and College-Unit administrator's assessments, with report of Midterm Review in its proper place;
- 8.) Unit-level procedures for tenure & promotion;
- 9.) Area criteria for creative/research productivity.

### **Responsibilities of the Tenure-track Faculty Member**

- 1.) The tenure-track faculty member will work with his/her appointed guidance committee and provide the committee with:
  - a.) A current vita (prepared in the approved TCVPA college-level format) that includes 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.
  - b.) A vita should include all significant information contained in Annual Reports for the years under consideration.
  - c.) A list of five or six persons from academic or professional institutions who should be tenured, if in an academic institution, or of equivalent stature to tenure if in another institution or professional situation. The group should meet institutional requirements for "peer-institution" representation. These 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.

- 2.) 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:
  - a.) Teaching; b.) Research; c.) Service.
- 3.) The tenure-track faculty member is responsible for preparing the packets sent to outside reviewers by the middle of March of the academic year prior to the decision year.
- 4.) By the end of May, the tenure-track faculty member is responsible for completing preparations of the dossier that will 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.
- 5.) It is the responsibility of the candidate to keep on track and follow the T&P schedule as outlined.
- 6.) If the T&P procedures are not being followed through by the guidance committee, it is the candidate's responsibility to contact the committee chair and then the College-Unit administrator to report lapses.

### **Responsibilities of the Guidance Committee**

- 1.) The guidance committee will have three tenured faculty members from the college's three units and, if reasonable, from other university units. The committee will be responsible for evaluating the tenure-track faculty member's performance in the areas of teaching, research, and service. The committee assigns one member to each area (teaching, research and service).
- 2.) The guidance committee will meet with the tenure-track faculty member according to the schedule outlined on pages 1–2 of this document.
- 3.) The guidance committee is responsible for explaining the procedure and process of tenure to the tenure-track faculty member in addition to the College-Unit administrator. It will review the tenure-track faculty member's vita and provide advice in the assembly of material.
- 4.) The guidance committee chairperson is responsible for examining names, and recommending changes if necessary, of persons whom the tenure-track faculty member wishes to have contacted for recommendations on research, service, and teaching in a visiting capacity in another university, or other relevant matters within their competence to judge.
- 5.) The chairperson of the committee will contact these evaluators in writing using a form approved by the College-Unit administrator as a basis for a letter. The guidance committee chairperson advises the candidate as s/he assembles the packet that goes to external reviewers.
- 6.) The guidance committee member(s) will conduct class room observations of the tenure-track faculty member's teaching each semester. The guidance committee can determine whether a single committee member or all members will present reports on teaching.
- 7.) The guidance committee members will provide written annual evaluations of the tenure-track faculty member's progress in teaching, research, and service during the entire period of consideration. At the Midterm review and when the candidate applies for tenure and promotion, committee members write an overall summary of the candidate's performance during that period.
- 8.) The guidance committee chairperson will assist the tenure-track faculty member by supplying the requirements needed to complete the dossier, subject to the College-Unit administrator's supervision.

## **Responsibilities of the College-Unit administrator**

- 1.) College-Unit administrator meets with tenure-track faculty member to review tenure criteria and procedures.
- 2.) The College-Unit administrator will appoint members of the Tenure and Promotion Guidance Committee in consultation with the tenure-track faculty member and college administrative team.
- 3.) The College-Unit administrator will prepare a 3<sup>rd</sup> year comprehensive midterm evaluation that is sent to the TCVPA Dean. The College-Unit administrator sends to the Dean, by the end of the week following commencement in May, the College-Unit administrator's letter of assessment, a summary of the ballot and typewritten comments, and the Official Recommendation form taken from OP. 32.01.
- 4.) The College-Unit administrator will consult with the tenure-track faculty member and guidance committee chair with regard to the names of persons whom the tenure-track faculty member wishes to have contacted for recommendations on research, service, and teaching, and will recommend revisions should they be advisable.
- 5.) At the time of the final decision (ordinarily the 5<sup>th</sup> year), the College-Unit administrator, in consultation with guidance committee member(s) and the tenure-track faculty member, will assess the tenure-track faculty member's research in accordance with area-specific criteria. The College-Unit administrator writes the relative rating of items on the vita after the College-Unit faculty-at-large has voted.
- 6.) The College-Unit administrator will initiate voting by ballot. The vote count will be witnessed by two tenured Unit Faculty members, recorded, and included in the dossier.
- 7.) The College-Unit administrator will provide a letter that includes an independent recommendation relative to tenure-track faculty member's tenure and/or promotion. The College-Unit administrator 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.
- 8.) A copy of the letter must be given to the candidate at the time the dossier is forwarded to the Dean's office.
- 9.) The College-Unit administrator must notify the dean of any deviations from procedures governing tenure and promotion.