

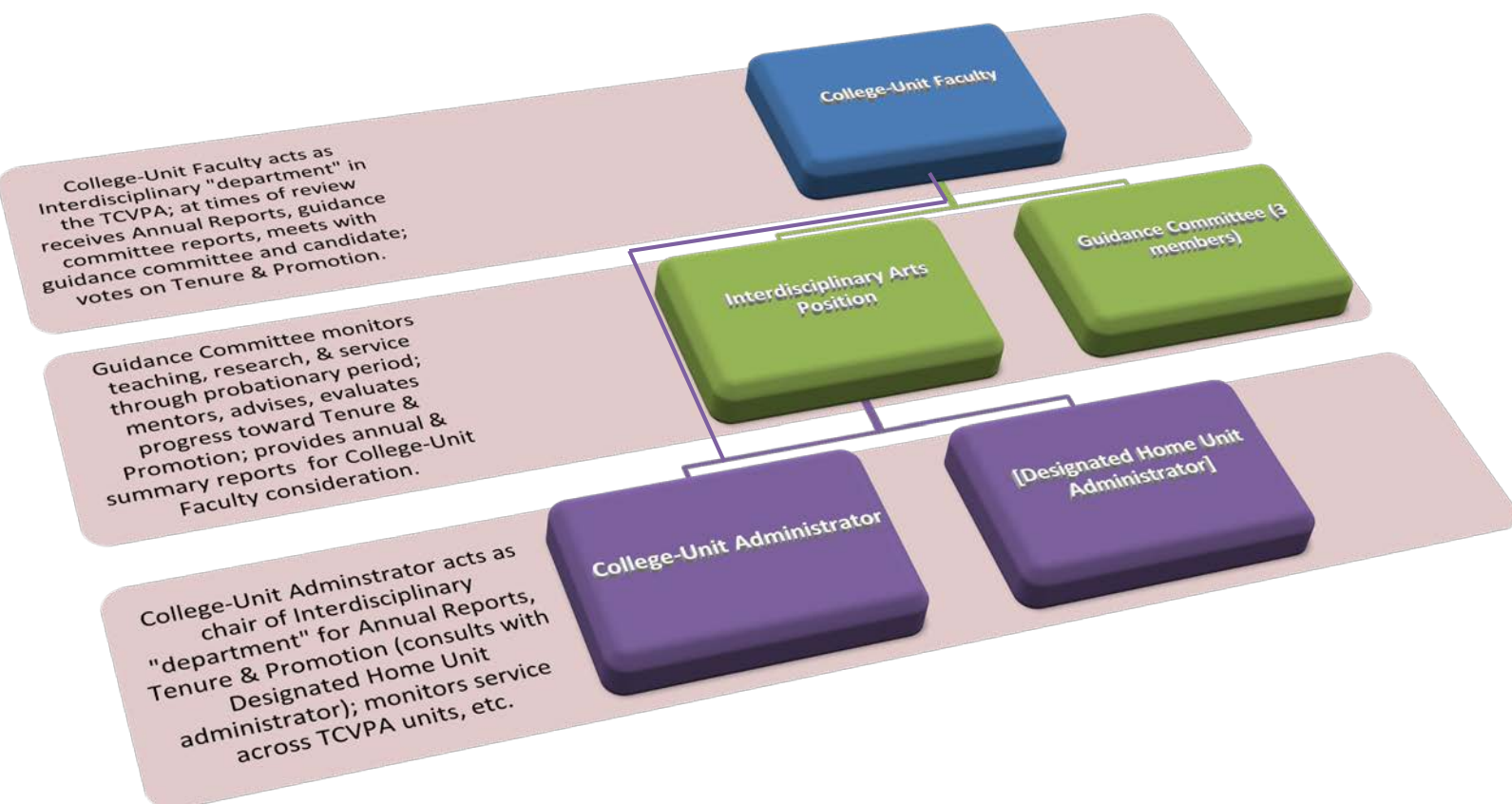
INTERDISCIPLINARY ARTS POSITION(S)



TEXAS TECH UNIVERSITY  
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College of Visual & Performing Arts™

HOUSED WITHIN COLLEGE AS TCVPA FACULTY

--REPORTING STRUCTURE AND TENURE GUIDELINES (OVERVIEW)--



-- REPORTING STRUCTURE --

Basic Reporting Structure:

- Assigned to a designated home unit for faculty meetings and the like, in order to avoid isolation
- Service activities across the college's units, the college, the university, community organizations, and/or professional societies: monitored at TCVPA

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- An associate dean functions as College-Unit Administrator (in consultation with home unit administrator) for Annual Faculty Reports & Evaluations, evaluations for tenure/promotion-related actions, etc.
- A College-Unit Faculty comprised of representatives from college's units functions as an interdisciplinary faculty within the college

### 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. 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.

College-Unit Faculty, additional explanation. Choices for membership in the College-Unit Faculty balance such considerations as concrete interest in interdisciplinary scholarship related to the position; academic, performance, and studio representation; associate and full professor ranks; gender; etc. Reasons for changing membership in the College-Unit Faculty include *inter alia* exits from TTU employment and specific needs (e.g. advancement to rank of Professor). Were the college to succeed in making an interdisciplinary cluster hire that resulted in an additional faculty member assigned to a different designated home unit, another College-Unit Faculty body specific to that position would be appointed. Membership in that group would account for the nature of the position, including the possibility of a designated home unit within another college. Each Interdisciplinary Arts position would maintain the 3/3/3+3 balance of representation.

### The Guidance Committee:

A guidance committee of 3 members from different units will be assigned to monitor and evaluate the Interdisciplinary Arts faculty member annually, at mid-term review, and at the time of tenure and promotion. Should guidance committee members not be drawn from College-Unit Faculty, the guidance committee members will not have voting rights although they will have the satisfaction of performing an important service to candidate and college. A separate PDF, [College-School Faculty Guidelines](#), available on the TCVPA website under "Faculty Appointment & Review" elaborates on the guidance committee role and provides a timeline for actions in progress toward tenure and promotion.

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### -- TENURE & PROMOTION --

#### **Tenure and Promotion Schema (overview):**

General standards and procedures conform to those stated in the TCVPA Guidelines for Tenure and Promotion at <http://www.depts.ttu.edu/cvpa/facultystaff/TenureGuidelines.asp>

Evaluation at the College-Unit level begins in the first year of a tenure-track faculty member's service at Texas Tech and continues annually through the year in which the candidate applies for tenure and/or promotion. The evaluation for tenure and/or promotion is conducted in accordance with the guidelines provided in Part III of the document cited above ("Standards for Academic Rank") and in the College of Visual and Performing Arts "Procedures for the Midterm Review of Faculty in Tenure-Acquiring Positions."

At the time of Midterm Review and application for Tenure & Promotion, the College-Unit Faculty reviews materials in accordance with area-specific criteria for tenure and promotion, meets with the candidate and guidance committee, votes, and provides anonymous ballot comments. The College-Unit administrator reviews materials, makes an independent assessment, and provides a letter that clearly states his/her recommendation and the reasons for it. Responsibilities, actions, and expectations for the College-Unit level mirror those stated in the TCVPA Guidelines (above), Part V, "Procedures at the Departmental Level," which are adapted herein.

It is the responsibility of the College-Unit administrator to notify the faculty member of the deadlines for applying for tenure and promotion. These deadlines are sufficiently early to permit a thorough evaluation of each candidate's teaching, research, and service achievements and to enable the College-Unit administrator to submit a well-organized dossier to the Dean's Office early in October (timing varies annually).

Dossiers for college and university use are submitted electronically in two formats with slight distinctions as described below. Current practice requires one CD with Provost's dossier, one CD with TCVPA dossier, one hard copy of TCVPA dossier, and originals of external letters of evaluation submitted in a tabbed manila folder to be retained in college files. Copy originating from candidate should be presented in 11 or 12 point font; the dossier should be scanned no less than 150 dpi, with all pages reproduced at full scale. More specific information on dossier preparation and on the College-Unit administrator's role is provided in Section V of the college guidelines at <http://www.depts.ttu.edu/cvpa/facultystaff/TenureGuidelines.asp>.

The faculty member bears primary responsibility for preparation of the dossier, with major assistance to be provided by the College-Unit administrator. Once the dossier is submitted for consideration in the College-Unit, no further information should be added to the dossier, other than that required by college-unit and collegiate procedures with regard to recommendations by review committees, College-Unit administrator, and Dean.

Procedures at the College Level are nearly identical to those stated in Part VI of the TCVPA Guidelines, <http://www.depts.ttu.edu/cvpa/facultystaff/TenureGuidelines.asp>. The candidate's dossier is reviewed by a TCVPA Tenure & Promotion Committee chaired by an associate dean. The committee comes to an understanding of the case, votes, and provides comments; these are included in the associate dean's report of committee actions that is sent to the Dean. The sole distinction in college-level procedures is the composition of the TCVPA Tenure and Promotion Committee. Rather than excluding representatives from a home unit, the Tenure and Promotion Committee for Interdisciplinary position(s)

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comprises the Personnel Actions Committee members for all of the college's units. A replacement will be appointed should a PAC member have already voted as a member of the College-Unit Faculty. Whether internal or external to the TCVPA, the designated home unit provides an Observing Member who exits prior to the Tenure and Promotion Committee's vote.



The Dean reaches an independent decision and informs the candidate of the decision, permitting the candidate to decide whether or not the dossier should be sent on for further evaluation. The Dean provides to the Provost/Senior Vice President for Academic Affairs a letter of recommendation for the candidate, including all components specified in Part VI of the TCVPA Guidelines (link provided above).