**Review of Professors of Practice** Faculty Council Review 12.16

 P&T Committee Review 2.16

Faculty Approval 10.5.17

**Sources of Authority**

**Related OP:** [**http://www.depts.ttu.edu/opmanual/OP32.17.php**](http://www.depts.ttu.edu/opmanual/OP32.17.php)

Assistant, Associate or Professor of Practice are titles designated in OP 32.17. These appointments are designated for the following and subject to the following restrictions:

1. For individuals with exceptional backgrounds and achievement in academic, business, government or other professional practice for a decade or more.

2. Primary responsibilities normal will be to teach in an area of expertise, mentor students in professional and other career preparations, and liaise with professional contacts and entities on behalf of the departments or program.

3. In some instances there may be opportunities and expectations for these individuals to produce research, publications, or creative expressions relative to their professional expertise but that is not a requirement.

4. A master’s degree in the discipline or the substantiated equivalent in professional experience is a qualification.

Each person employed as a Professor of Practice is expected to describe how her or his work and accomplishments align with COE and University missions and priorities. Given the importance of the University’s OP 32.01, every COE faculty member is strongly encouraged to become knowledgeable of its details as they apply to become a Professor of Practice.

Annual reports must be completed by all Professors of Practice. Annual reviews must be completed by both the faculty annual review committee and the department chair for each year at Texas Tech University. Professors of Practice faculty members will complete the following steps in the spring during the third and fifth year of their employment in the COE.

|  |  |  |
| --- | --- | --- |
| **Step** | **Date** | **Person Responsible** |
| Submission of electronic dossier | Within a week of the receipt of the third year annual review letter provided by the Chair | Faculty member |
| Dossier review and rating by faculty in the Department | The third week in March | Department Chair |
| Dossier review, rating, and third year letter by Department Chair  | The third week in March | Department Chair |
| Dossier review and rating by P&T Committee  | The fourth week in March | P&T Chair |
| 3rd Year continuation recommendation is provided to the dean | The first business day in April | P&T Chair |
| Dean provides recommendation to the Provost as appropriate | One week following the first business day in April | Dean  |

Dossiers for review should include:

* A cover letter that specifies the COE Operating Procedure for Review of

Professors of Practice as well as self-analysis and rating

* Appointment letter
* Curriculum vitae
* Summaries (1-2 pages) for the faculty member's teaching and service as appropriate.
* The following documentation for the evaluation period must be included in the dossier
	+ Course evaluation means for each course taught during the evaluation period
	+ A peer review for each year
	+ Annual Review letters from the Chair for each year in the review period
	+ Specific description of their service and teaching connection to the field

demonstrating the bridge between the two.

* Evidence of scholarship as appropriate

Third and fifth year review recommendation choices include:

* Continuation: The faculty member’s teaching, scholarship as appropriate, and service cumulative record relative to University OP 32.01 and the College of Education Professor of Practice Policy and Procedures suggests a trajectory consistent with continued employment.
* Continuation with reservation: The faculty member’s teaching, scholarship as appropriate, and service cumulative record relative to University OP 32.01 and the College of Education Professor of Practice Policy and Procedures suggests a trajectory that requires additional support to continued employment.
* Discontinuation: The faculty member’s teaching, scholarship as appropriate, and service cumulative record relative to University OP 32.01 and the College of Education Professor of Practice Policy and Procedures suggests a trajectory that is not consistent with continued employment.

Professors of Practice positions will be for multi-year renewable appointments (e.g. 3-5 years) contingent on successful annual and cumulative performance appraisals and a majority affirmative vote of the department. A department, by a majority affirmative vote may recommend that a Professor of Practice be considered by the dean for continuing appointment upon six years of continuous full-time service in the appointment.

Professors of Practice may be eligible for graduate faculty status subject to a majority vote of the department. However, they must met the qualifications of scholarship as described in the COE Promotion and Tenure Policy. Professors of Practice do not chair dissertation committees. They may co-chair with another member of the program.

Professors of Practice must be reviewed every six years after a successful fifth year review following the format described above.

Notification of individual faculty members receiving a terminal appointment will follow the time schedule specified in the University's promotion and tenure policy ([OP 32.01](http://www.depts.ttu.edu/opmanual/OP32.01.pdf)).