

Special Education Department
Tenure Track Faculty Third Year Review Policy

Unanimously approved by Special Education Faculty: 11.8.2023

PURPOSE

The information below outlines operating principles and procedures for the third-year review of tenure-track faculty in the Special Education Department. The Special Education Department's third-year review process is anchored in principles of collegial mentoring and formative scholarly development/support and is designed to help guide tenure-track faculty as they navigate through and comply with the requirements of achieving promotion and tenure (P&T) at Texas Tech University. The Special Education Department Chair and departmental annual review committee members are committed to engaging in ongoing, systematic reviews of tenure-track faculty's yearly productivity and to providing tenure-track faculty members with meaningful written formative assessments of their progress towards promotion and tenure. These cumulative departmental formative assessments (e.g., annual faculty committee reviews, third-year committee reviews, Department Chair annual evaluations) will inform the College Dean's summative recommendation for reappointment, remediation, or non-appointment.

OPERATING PRINCIPLES and PROCEDURES for Supporting Tenure-Track Faculty through the Third-Year Review Process:

1. Individual tenure-track faculty members will be afforded ongoing mentoring guidance regarding productivity expectations and receive collegial/formative development support from the Department Chair as they progress each academic year in their ongoing teaching, scholarship, and service efforts leading up to the third-year review.
2. Each tenure-track faculty member in the department will be provided detailed information through regular meetings with the Department Chair regarding third-year review criteria and Department, College, and University P&T requirements consistent with TTU OP 32.38 (Third-Year Review of Tenure-Track Faculty) and TTU OP 32.01 (Promotion and Tenure Standards and Procedures).
3. The third-year review is based on specific criteria and requirements articulated in relevant Department, College, and University third-year review policies. Tenure-track faculty members going through the third-year review process should consult regularly with the Special Education Department Chair to ensure they clearly understand third-year review productivity expectations.
4. The Special Education Department Chair will appoint three tenured faculty members to serve on the department's Third Year Review Committee to review the cumulative productivity record of each tenure-track faculty member (presented in the faculty member's Third Year Review Dossier) who is going through the third-year review process in any given academic year. Individual Special Education tenured faculty will serve on the department's Third Year Review Committee for two-year terms that are distributed equitably across all tenured faculty members within the department.
5. The Special Education Third Year Review Committee is responsible for working as a collaborative body in February of each academic year to complete the following tasks: a)

carefully review the productivity records of individual third-year tenure-track faculty contained in faculty members' Third Year Review Dossiers (i.e., as reflected in faculty annual reports, peer reviews of teaching, chair annual evaluations of faculty performance, etc.); b) develop a draft review report providing a detailed assessment (e.g., areas of strength, areas for improvement, noteworthy accomplishments, etc.) of each individual third-year faculty member's productivity record to date in the categories of teaching, scholarship, and service along with detailed recommendations regarding any productivity improvement areas to focus on moving forward; c) share the committee's draft report with the individual third-year tenure-track faculty member for their review; d) schedule a Third-Year Review Committee meeting with each third-year faculty member to discuss the committee's draft third-year review assessment and recommendations and to provide an opportunity for each third-year faculty member to participate in a collegial conversation with committee members about productivity expectations, mentoring support needs, etc.; and e) based on the outcomes of the third-year review meeting with the faculty member, the committee will revise/finalize the committee's Third-Year Review Report and submit it to the Department Chair.

6. The Special Education Department Chair will schedule a meeting with each third-year faculty member in March to discuss the results of the Review Committee's Third Year Review Report and to clarify/reaffirm productivity expectations moving forward as each tenure-track faculty member continues to progress toward their P&T review year. The Department Chair will then write an overall assessment of the tenure-track faculty member's progress to date toward promotion and tenure that will be incorporated into the faculty member's Department Chair third-year annual evaluation. This departmental level third-year evaluation document will then be shared with the faculty member and forwarded to the Dean's Office for filing in the faculty member's personnel file.
7. University provisions articulated in TTU OP 32.32 (Performance Evaluations of Faculty), OP 40.01 (Equal Employment Opportunity Policy and Affirmative Action Program), and the TTU Statement of Ethical Principles (OP 32.01, p. 3, Attachment A) will be adhered to throughout all stages of the tenure-track faculty review process.