

# DEPARTMENT OF APPLIED AND PROFESSIONAL STUDIES

## POLICY MANUAL

Revised: October 14, 2008

### SECTION I. DEPARTMENT STRUCTURE

#### A. Programs

##### Program Areas

There are four areas within the Applied and Professional Studies Department (APS): Family and Consumer Sciences Education (FCSE), Personal Financial Planning (PFP, a division of the department), Addictive Disorders and Recovery Studies (ADRS), and Marriage and Family Therapy (MFT).

##### Instructional Programs

At the undergraduate level, the department offers B.S. degrees in Community, Family and Addiction Services, Family and Consumer Sciences and Personal Financial Planning, as well as teacher certification courses in Family and Consumer Sciences Education Composite and Specialized Certificates. In addition, the department is responsible for minors in Addictive Disorders and Recovery Studies and Personal Financial Planning.

At the graduate level, degrees are offered in Family and Consumer Sciences Education (M.S. and Ph.D.), Personal Financial Planning (M.S. and Ph.D.), and Marriage and Family Therapy (M.S. and Ph.D.). Dual degree programs in Personal Financial Planning are offered at the master's level in several areas: J.D.-M.S. with the Law School, M.B.A.-M.S. and M.S.B.A.-M.S. (Business Administration), and M.S./M.S. (Finance) with the Rawls College of Business.

Also associated with the department are the following: Curriculum Center for Family and Consumer Sciences, Center for Financial Responsibility (including Red to Black Financial Counseling and the International Foundation for Retirement Education), Center for the Study of Addiction and Recovery, and Texas Tech Family Therapy Clinic.

#### B. Administrative and Staff Positions

##### Administrative Positions

##### Department Chair

The Department Chair provides leadership for the entire department, assessing the needs of each area, working to develop departmental resources, and enhancing the quality of the department in a variety of ways. The Department Chair is responsible for coordinating all aspects of departmental functioning and representing departmental interests at upper administrative

levels. Departmental responsibilities include scheduling classes, faculty evaluations, preparing budget requests, managing departmental accounts, making appointment recommendations, coordinating issues that cut across programs. Many of the responsibilities and decisions made by the Chair are done in consultation with the Associate Chair. The Department Chair consults with the faculty and/or staff on relevant matters.

Department chairs normally are appointed for three-year terms by the provost on the recommendation of the College of Human Sciences Dean. They serve in their administrative capacities without tenure and at the discretion of the College of Human Sciences Dean. Reappointments of department chairs are recommended to the Provost by the Dean. The Associate Chair is appointed by the Chair and serves at the current Chair's request.

### Executive Committee

Each area in the department is represented on the Executive Committee by an area Program Director or Division Director. The Department Chair names a Director for each area after consultation with the faculty in that area.

### **Staff Positions**

Responsibilities of the following APS staff may vary depending upon departmental needs.

#### Business Manager

- ◆ serves as the principal support staff person to the Department Chair
- ◆ maintains APS accounts and records
- ◆ manages the department office.
- ◆ supervises office staff and student assistants.

#### Senior Business Assistants

- ◆ manage files for graduate admissions
- ◆ maintain records required for MFT accreditation
- ◆ process travel requests and travel reimbursements
- ◆ maintain department website
- ◆ track equipment inventory
- ◆ maintain supplies
- ◆ assist with course scheduling and tracking
- ◆ assist department manager in her/his duties
- ◆ carry out general clerical duties (e.g., copying)

### **C. Standing and Ad Hoc Committees**

#### **Standing Committees**

##### APS Executive Committee

The function of the Executive Committee is to assist and advise the Department Chair on departmental concerns. This committee is charged with general responsibility for overseeing the administration of departmental policy and the conduct of the undergraduate programs housed within the department. The Executive Committee also has general oversight for developing and maintaining graduate programs. Such programs are actually housed in the Graduate School, but must rely on departmental interest and support.

Specific areas of concern for the Committee include, but are not limited to, coordination of course scheduling, instructor assignments, TA, RA, and scholarship awards, college and university award nominations for faculty and graduate students, routine budget matters, setting faculty meeting agendas, preparing reports required by the college or university, and determining departmental equipment needs. Area/division program directors are charged with soliciting appropriate input from faculty in their area (e.g., about teaching schedules and loads, assignment of TA and RA awards to graduate students), and presenting that information at meetings of the Committee.

The Executive Committee is comprised of the Department Chair and the Program/Division Director for each area and the Associate Chair.

#### Departmental Personnel Committee

The primary responsibility of the Personnel Committee is participation in the annual faculty review process. The Committee reviews the faculty annual reports and completes ratings of teaching, research, service, and overall for each faculty member and full-time instructor. The final Personnel Committee ratings for teaching, research, service, and overall for each faculty member are forwarded to the Department Chair for inclusion in the Annual Faculty Report along with the Chairperson's evaluation. The Department Chair is charged with recommending merit and equity raises to the Dean of the College of Human Sciences. Committee members do not participate in their own evaluations or ratings and excuse themselves from the evaluation of other faculty when appropriate (e.g., in the case of spouses).

The Personnel Committee is comprised of four members, one from each program area/division, elected by the faculty in that area. Faculty in their second year in the department and beyond are eligible for election to the committee. The election is conducted by the Department Chair, via e-mail, at the beginning of each academic year according to the following procedures: (a) The Department Chair circulates notice of election. At this time, faculty members may decline to be listed as candidates for membership on the Committee. (b) A list of eligible faculty is circulated to faculty from that area. (c) Faculty in each area vote for the member from that area. Members serve two-year, staggered terms, and may be re-elected once, after which they must remain off of the Committee for one term (two years). The Department Chair convenes the committee, describes the annual review process, answers any questions, and arranges for the Committee members to have access to the faculty annual reports. The Committee elects its own chair at this meeting. The Department Chair does not attend the subsequent meeting in which the Committee members meet to discuss and assign their final ratings to be forwarded to the Chair.

## **Ad Hoc Committees**

### Faculty Search Committees

A faculty search committee is charged with developing a position description, advertising potential positions, selecting candidates for interviews, managing interviews, consulting with all faculty in the targeted area, and making recommendations to the Department Chair regarding hiring and appointment level. Once interviews are completed, the Search Committee solicits feedback on the candidates from faculty and students and makes a recommendation regarding hiring for consideration by the Department Chair. The Department Chair then makes a hiring recommendation to the College of Human Sciences Dean.

Faculty search committees are comprised of the tenured and tenure-track faculty in the program area or division. The faculty in the area/division may choose to serve as a committee of the whole or elect to have a subgroup of the faculty serve as the Search Committee. In addition, the faculty in the program area/division may invite others to serve in an advisory capacity, e.g., faculty in another program area or division, a graduate student from the area. The Search Committee Chair is named by the Department Chair after appropriate consultation with the Director in the specified program area/division and the Executive Committee.

### Third Year Review Committees

As needed each year, a third-year review committee is selected for each relevant area/division. The charge of a third-year review committee is to determine whether the area/division faculty member(s) in her/his third annual tenure-track appointment is making sufficient progress toward meeting the college and university expectations for tenure and promotion. Each Committee prepares a written summary of their review(s) that is presented to the entire tenured APS faculty. The tenured APS faculty discuss the report and vote to accept or reject the report.

The report is forwarded to the Department Chair with a record of the APS tenured faculty vote. The Department Chair will schedule a meeting to discuss the committee report with the faculty member. The Chair will not report the actual vote of the department faculty. The faculty member will be given an opportunity to respond in writing if he/she so desires. If any portion of the committee report needs clarification, the reviewed faculty member may request a meeting with the committee members.

Based on the materials submitted, the committee report, and the discussion of the faculty, the Department Chair will develop a summary statement regarding the faculty member's progress toward tenure and promotion. Prior to the end of the semester, the department chairperson will provide a copy of the final summary evaluation to the Dean of the College of Human Sciences, the reviewed faculty member, and the reviewed faculty member's file. One copy of submitted materials will be retained and the other will be returned.

Each third year review committee is composed of four tenured faculty members who serve as the review group for each tenure-track faculty member during the Spring semester of her/his third full year of full-time tenure track appointment at Texas Tech. Each third-year review committee is appointed by the Department Chair in consultation with the area/division Director. Each committee consists of (1) the area/division Director (if tenured), (2) a tenured faculty member from the area/division (if available), (3) a tenured APS faculty member outside the area/division, and (4) a tenured faculty member from outside APS. If an area/division lacks sufficient tenured faculty and/or if the Director is not tenured, the Department Chair will appoint tenured APS faculty to serve on the Committee.

The faculty member to be reviewed will submit to the department chairperson, **two** three ring binders containing:

- Vita
- Evidence of teaching effectiveness (student evaluations, teaching effectiveness committee reports, etc.)
- Evidence of research activity (examples of publications, proposals, etc.)
- Evidence of service (professional committees, offices, university committees, etc.).

Letters of support, awards, and other pertinent material may also be included. However, letters and support material should not be solicited for this process. The department chairperson will make submitted materials available to the committee members. The department chairperson will also provide access to previous annual reports of the tenure-track faculty member and the written annual evaluations.

#### Post-Tenure Review Committee

**See Appendix H for COHS Guidelines for the Post-Tenure Review Committee.  
See Section III.B 11 below for more information on post-tenure review procedures.**

#### Other

Other ad hoc committees are constituted as needed. Ad hoc committees are appointed by the Department Chair in consultation with the Executive Committee.

## **SECTION II. DEPARTMENT PROCEDURES**

### **A. General Operating Procedures and Policies**

#### **1. Philosophy of governance**

The guiding principle of departmental decision making is that of collaboration between and among the Department Chair and faculty members. While the Department Chair is charged with the overall administration of the department, it is expected that input from the faculty will be sought on major decisions and policies. While the main vehicle for such input

is through the Executive Committee, direct communications between faculty and the Department Chair are expected and encouraged.

## 2. Faculty Meetings

**Purpose.** Regularly scheduled faculty meetings are the vehicles for discussing and voting on faculty matters. Meetings are scheduled at least every 2 months during the 9 month academic year, taking into account, as much as possible, national conventions, conferences, and other calendar conflicts. Faculty are not scheduled to teach during this time and should not schedule any conflicting meetings or appointments insofar as is possible. A list of regularly scheduled meetings is distributed at the beginning of the academic year.

**Called Meetings.** Additional called meetings may be scheduled by the Executive Committee or at the request of at least one-third of the faculty for urgent matters that cannot be postponed until a regularly scheduled meeting. Called faculty meetings should be scheduled in order to maximize the attendance of the faculty (e.g., at the regular APS faculty meeting time). By prior agreement, certain routine matters may be settled by mail or e-mail balloting rather than at a faculty meeting.

**Agenda.** The agenda for regularly scheduled departmental faculty meetings is established by the Department Chair in consultation with the Executive Committee. At regularly scheduled faculty meetings, any faculty member may request that items be added to the agenda. A called faculty meeting agenda is limited to the issue for which the meeting is called.

**Voting and Attendance.** Voting at faculty meetings is limited to tenured and tenure-track faculty members. Normally, faculty meeting attendance is limited to APS tenured and tenure-track faculty. Faculty meetings may be opened to other persons, e.g., adjunct faculty, graduate students or professional staff, at the invitation of the Department Chair or a majority of the Executive Committee. Such invitations are extended when relevant matters are on the agenda and the non-faculty person's information or advice is needed.

**Minutes.** The Department Chair will designate a staff member to take minutes at faculty meetings. Minutes will include: date of the meeting, minutes taker's name; names of those in attendance; summaries of discussions related to issues; motions; and outcomes of any votes in terms of whether motion carried or not. Minutes will be taken during the meeting and printed or e-mail copies distributed within one week after the meeting. Corrections should be brought to the attention of the minutes taker and corrections distributed at the next regularly scheduled faculty meeting. The Department Chair or her/his designee will maintain an archive of minutes for the department.

**Conduct of Meetings.** In general, conduct of meetings will follow standard parliamentary procedures. Decisions will be reached based on a formal motion before the faculty. Matters may be referred to committees for preliminary discussion and screening, but decisions are vested in the faculty. A majority vote of the faculty present and voting carries a motion. For all matters that pertain to personnel such as hiring, promotion, tenure, third year

reviews, etc., secret (paper) balloting is used at the request of any faculty member. Voice or hand counts are used for other voting matters, although any voting faculty member may request a vote by paper ballot at any time.

## **B. Procedures Related to Tenure-Track and Tenured Faculty**

**See Resources Section below for procedures related to faculty resources.**

For TTU and COHS policies not included in this document, consult:

TTU Operating Procedures Manual (<http://www.ttu.edu/~ttuopman/>)

TTU Faculty Handbook (<http://www.ttu.edu/~offpub/98FHBCONTENTS.html>)

COHS Faculty Handbook (<http://www.hs.ttu.edu/faculty.htm>).

### **1. Appointment to university graduate faculty**

**See Appendix A1 for TTU OP 64.10. Graduate Faculty.**

**See Appendix A2 for COHS Graduate Faculty Criteria.**

#### **a. APS criteria for tenured faculty membership on the graduate faculty:**

In a six year period, graduate faculty who are tenured must demonstrate scholarly activity in the generation and dissemination of research through at least four (4) of the following seven (7) criteria:

- a. publish in peer-reviewed journals (ordinarily a minimum of three referred articles).
- b. apply for external funding at least once
- c. evidence active professional involvement such as offering workshops, attending professional meetings, reviewing journal manuscripts, holding elected office
- d. at least one professional contribution at a national/international meeting
- e. direct at least one thesis or dissertation
- f. serve on at least one thesis or dissertation committee
- g. teach at least one graduate class.

#### **b. APS criteria for untenured faculty membership on the graduate faculty:**

Normally, newly-appointed untenured faculty members are appointed to the graduate faculty for six (6) years. During this period, the untenured faculty member is expected to meet the criteria noted in Section B.1.a (above) to remain on the graduate faculty. Meeting these criteria is not equivalent to meeting the requirements for tenure and promotion.

#### **c. APS criteria for adjunct faculty membership on the graduate faculty:**

Persons who are not employed as tenured or tenure-track faculty are eligible for nomination for graduate faculty status. Such status allows the person to sit as a voting member on thesis and dissertation committees and teach graduate-level courses in their area of expertise. Minimal qualifications for nomination include a doctorate or equivalent in the area of expertise. Adjunct graduate faculty may not serve as thesis or dissertation chairs (directors). Nominations for adjunct graduate faculty status originate in each APS area or division and must be supported by a majority of faculty in that area/division after review of the nominee's

resume and supporting documentation. Nominations approved by the area or division faculty are forwarded to the Department Chair who may approve or disapprove of the nomination. In either case, the nomination (application, resume, and any supporting documentation) is forwarded to the Dean of the Human Sciences College who also indicates her/his approval or disapproval of the nomination. Again, in either case, the nomination is forwarded to the Dean of the Graduate School for review and action by the Graduate Council. If the Graduate Council approves the application, the usual period of the appointment is six (6) years.

## **2. Research incentive funds**

As voted by the faculty in 2006, the department will keep a flat 5% of any overhead returned to the department from grants and contracts. The remainder (95%) would be returned to the individual investigator who generated the funds. These funds would be kept in a research incentive account. The department maintains a spreadsheet that tracks the amounts available for each investigator and for the department. These funds can be spent for any research-related purpose (except international travel). The account does require the payment of fringes on salaries.

Faculty and graduate students can contact the department chair and request money from the departmental part of the account for research. The department is especially interested in funding expenses that are difficult to fund through other means (participant costs, incentives to participate in a project, food, copying, specialized software, voice recording systems, etc.)

The Department Chair will make decisions about the allocation of funds as needed.