**PURPOSE**

To ensure a credible and transparent process using the department, college, and TTU standards and procedures concerning promotion and tenure.

**REVIEW CYCLE**

As per the College of Human Sciences guidelines, the Department of Design Standards and Procedures for Promotion and Tenure will be formally reviewed by the faculty every five years unless significant change is made to the College or University policy. The next formal review will be scheduled for 2015-16.

**DEPARTMENT POLICY/PROCEDURES**

**I. DEPARTMENT OF DESIGN (DOD) GUIDELINES**

**A. TEACHING, SERVICE AND RESEARCH/Creative Activity Rubrics**

The Department of Design includes programs at both the undergraduate and the graduate levels. It is vital for the excellence of the department that its faculty be committed to achieving brilliance in teaching, research/creative activity and service in order to support and sustain the vitality of the department. Academic promotion and tenure are awarded to faculty making continuing contributions in these four areas. While promotion and tenure determinations are separate and distinct, similar standards and procedures apply to both. All persons recommended should clearly satisfy the aforementioned criteria. Tenured/Tenure Track Faculty and Full time Instructors will be assessed by DOD faculty (Tenured/Tenure Track) using the following protocol.

**B. PROMOTION AND TENURE FORMAT**

A basic format to be followed in the development of promotion and tenure dossiers is described in OP 32.01 and is available from the College of Human Sciences Faculty Handbook. This common format for presenting the supporting information will help assure fairness in the decision-making process. As promotion and tenure require that a person’s entire professional record and contributions be reviewed, the format calls for information on educational background, previous academic and professional experience, teaching and advising responsibilities, research and creative activity, and service activities.
C. REVIEW SCHEDULE

A faculty member will be evaluated for promotion and tenure in the year in which timing requirements are met. The process of considering a faculty member for tenure must commence no later than the fall of the sixth year of tenure-eligible employment and completed before the end of the sixth year (see timeline summary).

D. VOTING QUALIFICATIONS

The procedures used to determine promotions follow closely the outline used for the granting or denial of tenure, with the only significant difference being the qualifications of department faculty members voting. For promotions, only those faculty members with rank equal to or higher than that of the contemplated promotion, regardless of tenure status, may vote. For tenure, only those faculty members holding tenure, regardless of rank, may vote.

E. DOSSIER PREPARATION

The faculty member has primary responsibility for preparation of the dossier with major assistance to be provided by the department chairperson. The faculty member may submit in an appendix volume containing whatever is considered relevant in addition to any information or material required by University, college, or departmental policies. However, material submitted to the Provost Office must be digital and limited to the format listed in the COS Faculty Handbook (promotion and tenure rubric) and should consist of no more than 20 pages, exclusive of all letters, and cumulative vita. Department guidelines will be submitted by the department chair and are not included in the individual dossier.

II. GENERAL CRITERIA

Teaching, research/creative activity, and professional service include the degree to which the faculty member exhibits positive departmental compliances consistent with departmental goals and priorities.

A. TEACHING

The first step in an evaluation of teaching is effectiveness. Only after an affirmative judgment as to teaching effectiveness has been made can serious consideration be given to an evaluation of scholarship and professional service.

Teaching includes an up-to-date knowledge of one’s discipline. In some instances, teaching may be indirect, primarily in support of student learning activities. This is achieved
through professional development activities. Faculty members also influence teaching by designing courses and curricula. Textbooks and innovative instructional material may be considered contributions to teaching. In addition, faculty members influence teaching in less tangible, but no less decisive ways, through such activities as advising students and interacting with colleagues.

Detailed and specific evidence of effective teaching should be included in the dossiers of faculty members being recommended for promotion and tenure. Evidence should be limited to a one page summary per year of peer evaluations and student evaluations for each year of service since previous promotion. Faculty colleagues should be asked to evaluate the objectives, methods, and materials of courses designed and/or taught by the individual. Wherever possible, evaluation should also include evidence concerning the continuing performance of students taught by the candidate. These data are available to the candidate and the public upon request. Charts, graphs, portfolios, and other data may be included in appendices, and subsequently removed before submission to the Provost.

Teaching performance of the Department of Design faculty members shall be evaluated by students and by the College of Human Sciences Teaching Effectiveness Committee members who will serve as peer evaluators. The following should be included in appendices for evaluation.

- Student evaluations for all courses for the past three years.
- The most recent syllabi for courses taught in the past three years.
- Summary evaluations from the Teaching Effectiveness Committee.
- Additional evaluations from teaching colleagues, research associates, and former students may be submitted but are not required.
- Teaching related research/presentations/creative activity

B. RESEARCH AND CREATIVE ACTIVITY

Research and creative activity are functions that serve to advance the discipline. Evidence of research and creative activity includes written publications, non-print presentations, funded grant applications and grant reports, exhibits, artistic performances and design projects. Textbooks and innovative instructional materials having significant value beyond this campus may be considered contributions to research, creative activity and teaching. Faculty member in consultation with Department Chair will determine contribution to research or teaching.

The applicant’s dossier should take into consideration the following guidelines:

- Provide substantiating evidence of quality submitted by appropriate observers within and outside the University.
- Outside reviewers shall be selected by the chair in consultation with the faculty member.
• A record of having achieved refereed journal publications and where appropriate, a combination of refereed journal publications and juried exhibits is an essential consideration in promotion and tenure decisions.
• Refereed presentations at professional meetings are an important component in the tenure/promotion consideration; however, they cannot substitute for scholarly publications in refereed journals or juried exhibits.
• Patents, juried memberships in professional organizations, and other forms of scholarship will also be considered.
• All local, regional, or national funded or formally approved research projects should be identified.
• Peer-reviewed funded research projects and non-reviewed funded research projects receive different ranking, as per the assessment of research rubric.
• Research supported by external funding sources shall be given greater consideration than research funded by local funding agencies and Texas Tech University.
• Additional research-related activity may include authoring books or book chapters and submitting proposals for external funding.

The department values creative activity and considers it an essential ingredient to the advancement of the body of knowledge in the design-related disciplines through innovative techniques, creative designs, unique methodologies, or originality of design, etc.

The applicant is responsible for documenting the quality of his/her creative work through appropriate documentation and validation by peers. The following list is presented in a general priority order with exhibitions of national/international composition at the top, descending to exhibition of regional and local importance, taking into account generated funds and size of the project.

Each individual creative activity (Apparel Design or Interior Design) will be ranked on a scale of 1-4 (4 being the highest evaluation) by the DOD Merit Evaluation Committee and the final adjudication of the department chair. When creative works are the result of a collaborative effort, the candidate should provide clarification of his/her role in the effort. The following factors should be used as a tool of measurement to judge the overall quality of each exhibition listed in the Prioritized List of Exhibition Venues.

• Design projects including project’s budget, application, square footage and the precise role of the applicant.
• The reputation, as ranked by the chair, of the professional organization sponsoring the exhibition or the reputation of the commercial gallery, alternative exhibition space, University gallery or museum where the exhibition occurred
• The geographic location of the exhibition and the level of public visibility.
• The credentials of the juror(s) or evaluators who conducted the competitive or invitational exhibition.
PRIORITIZED LIST OF EXHIBITION VENUES

National/International Exhibitions (rank 4)

- Exhibitions of national/international profile sponsored by professional organizations are recognized venues (both juried and invitational).
- Invitational group exhibitions of national/international profile, with evaluators with national credentials.
- Juried exhibitions of national/international profile with jurors with national credentials.

Regional Exhibitions (rank 3)

- Exhibition of regional importance.
- Invitational group exhibition of regional importance.

Local Exhibitions (rank 2)

- Exhibition of local interest.
- College or Department exhibition with community focus.

Other research/creative activity is considered to be of importance and indicative of the candidate’s level of excellence in research/creative activity. The following are not ranked 4-1, but is considered to be very important in judging the overall nature of the candidate’s research when any of the following achievements are present on the vitae:

- Textile art or other artistic work appearing in public or private collections; receipt of major public or private commissions.
  - Awards from competitive exhibitions.
  - Awards from national/international agencies.
  - Reproductions of candidate’s work in national/international and regional media.
  - Articles or reviews of candidate’s work in national media.
  - Regional collections or commissions.
  - Awards from regional agencies.
  - Articles or reviews of candidate’s work in regional media.
  - Articles or reviews of candidate’s work in local media.

C. SERVICE AND PROFESSIONAL ACTIVITY
Faculty members are expected to make professional contributions through service to the department, college, community, University, and discipline at large. These include service as:

- Advisors
- Committee members/chairs
- Task force members and actively participating members of the University.
- Discipline-related service to the immediate community, to the state and region, and to the larger society (national and international) represents important contributions.

Participation in the activities of professional societies and organizations, especially through:

- Service in leadership roles is a strong indication of professional commitment.
- Contributions through consultative services are regarded as further evidence of professional reputation.
- All such service and activities may include paid (compensated) as well as unpaid work on behalf of the profession.

Involvement and participation in interdisciplinary professional service activities with professionals outside Human Sciences are encouraged; however, they cannot substitute completely for involvement in the Department of Design and the College of Human Sciences.

Another important effort may involve

- Seeking contributions from industry and support groups.
- Advising of student organizations.
- Recruitment and retention of students.
- Placement of graduates.
- Human Sciences presentations to outside groups.
- Participation on department, college, University and community committees.
- Reviewing grant proposals, and reviewing submissions for professional/academic journals.

**III. Standards for Academic Ranks**

The minimum Department of Design requirements for each academic rank are as follows:

**A. Associate Professor**

Promotion from the rank of assistant professor to associate professor and a tenure decision at this level requires:
- A demonstrated record of success as a teacher.
- A record of peer-reviewed publications and/or peer-reviewed creative activity which has contributed to the discipline or field of study, to the candidate’s intellectual and artistic development, and to the quality of the academic unit.
- A record of professional service appropriate to the discipline, the academic unit and, where possible, the department, college, community and/or University.
- Promise of growth in teaching and research or artistic and creative activity.
- Letters of support (5 letters from peer institutions, as per the provost guidelines-March 2010) will be used to document:
  - Evaluation of the importance of funded research.
  - Significance of peer-reviewed publications/creative activity.
  - Quality and contribution of research/creative activity.
  - Quality of professional service.

C. PROFESSOR

For promotion to the highest academic rank, or a tenure decision at this level, the candidate’s academic achievement and professional reputation should be considered superior and should have resulted in national recognition. This rank can be earned only by the faculty member who has demonstrated continued growth, and has a cumulative record of, teaching effectiveness, substantial peer-reviewed publication and/or peer-reviewed creative activity, and professional contributions and service.

The Department of Design standards for promotion to Professor include the following requirements:
- Graduate faculty membership.
- Peer-reviewed publications and, where appropriate, a combination of substantial peer-reviewed publications and/or juried exhibits.
- Letter of support (8 letters) from appropriate professionals outside the University to document 1) national/international reputation in scholarly activities, 2) significance of professional leadership and service.
- Leadership role in professional design organizations

IV. DECISION-MAKING PROCEDURES/STEPS

REVIEW BY THE DEPARTMENT OF DESIGN

(1) The review process consists of three primary evaluation processes of the applicant’s dossier respectively at the department, college, and University levels. At the department level, the procedures shall be developed whereby faculty votes are unsigned. Voting faculty should be made aware that ballots and written ballot comments will become part of the dossier. The chairperson and one other individual shall count the ballots and certify in writing as to the vote. In the absence of compelling reasons otherwise, people holding ranks equal to or higher than that to which the person desiring to be promoted aspires shall constitute the eligible voters, whether or not these individuals are tenured. In case of
deficiency of faculty at the rank of the sought promotion, appointments of non-departmental members will be made by the Dean of the College of Human Sciences with suggestions from department chairperson.

For evaluations of promotion applications, the departmental tenure/promotion committee should be comprised of all departmental faculty of rank, for which the applicant is to be considered, plus two tenured graduate faculty members of appropriate rank appointed by the chair from outside the department. If a departmental committee cannot be formed under these criteria, the Dean will initiate appropriate procedures to constitute the committee.

Departmental faculty who serve on the College Promotion and Tenure Committee, herein referred to as the CP&T Committee, will cast their vote only at the college committee level, hence voting only one time.

The certified count of the ballots will be recorded on the applicant’s cover page; by the department chair who then adds his/her letter of recommendation and forwards three copies of the complete dossier to the Dean (See COS Faculty Handbook).

Along with the above materials, the ballot/evaluation forms of the departmental committee members will be forwarded to the Dean.

(2) The candidate shall, in cooperation with the department chairperson, prepare the formal promotion and tenure dossier. Included in the dossier should be a statement signed by the candidate that the contents of the dossier have been reviewed. Once the dossier has been submitted for consideration in the DOD, no further information should be added to the dossier other than that required by collegiate procedures with regard to recommendations by review committees, department chairperson, and dean.

(3) In transmitting a recommendation to the dean, a department chairperson must indicate who has been consulted, the form of the consultation, the vote of the appropriate faculty member group, and the vote of any departmental member charged with the recommendation. The recommendation of the department chairperson will be provided to the candidate at the time it is forwarded to the dean. Faculty members may request in writing that their dossiers be withdrawn from further consideration, in which case the dossiers will not be forwarded.

(4) At Texas Tech University it is not possible to hold different academic ranks in different units. Therefore, for faculty members who hold budgeted joint appointments in two academic units, the recommendation for promotion and tenure must be a joint submission of both units concerned, and the promotion and tenure recommendation shall be considered to be positive only to the regular procedures of both units. It is incumbent upon the department chairperson of both academic units to ensure initiations of the review process.

(5) If a faculty member holds less than a half-time appointment in one academic unit
and more than half in another academic unit, the recommendation will be made by the academic unit where the major responsibility lies. It is the primary academic unit’s responsibility to originate consideration and to inform the secondary unit of its intent. For these unequal joint appointments, recommendations must be processed according to the regular procedures of both academic units.

However, while the secondary area must process the candidate according to its normal procedures, the outcome of its deliberation will be provided to the primary academic unit. The primary unit shall take into consideration the secondary unit’s opinion and shall include it as part of the dossier. These specifications apply to all joint appointments whether or not the salary is divided by academic units.

(6) The majority of comments related to a candidate’s credentials should come from qualified persons outside Texas Tech University. Letters from reviewers shall be solicited and become part of the candidate’s dossier. Letters from reviewers shall be solicited by the unit chair and selected in consultation with the candidate. Such persons should be asked to comment on the quality of published research or creative activity of a candidate, on service to professional or other organizations, on the candidate’s teaching in a visiting capacity in another University, or on relevant matters within their competence to judge.

They should not be asked simply, “Does this individual merit promotion?” since the definition and application of standards at Texas Tech University are the responsibilities of the University. All solicited letters from within or outside the University should be included in the dossier so that review bodies may have access to all relevant information. Respondents should be informed that the letters become a component of the dossier.