Mandatory Third Year Progress Evaluation of Tenure-Track Faculty

**POLICY / PROCEDURE**

The Third Year Progress Evaluation of tenure-track faculty will occur during the sixth long semester of full-time employment as a tenure-track faculty member. The counting of six semesters begins in September of the calendar year in which the initial appointment is made. In the Annual Faculty Review in the year prior to the sixth semester of full-time employment, the Department Chair informs, in writing, tenure-track faculty members who must be considered for the Third Year Progress Evaluation. During the Annual Faculty Review, the Department Chair confers with the tenure-track faculty member regarding their status in relation to the Third Year Progress Evaluation. The tenure-track faculty member will submit materials for the Third Year Progress Evaluation by the end of the second week of class in the sixth semester.

This evaluation is to be considered an opportunity to advise the tenure-track faculty member whether it is believed that satisfactory progress is or is not being made toward tenure. If progress is deemed to be unsatisfactory at this time, there is no guarantee of ultimate tenure. If progress is deemed to be unsatisfactory in the third-year review and the tenure-track faculty member has been given an opportunity to respond to the unsatisfactory performance rating, then there are two alternatives available to DOD administrators and tenure-track faculty: (1) a determination will be made to give the tenure-track faculty member a terminal contract, or (2) the department chairperson will provide, in writing, comments from the faculty. If deemed appropriate by the chair and dean, specific requirements setting forth the conditions for continued employment and deadlines for completing the conditions.

The results of the third-year review, including the tally of ballots and written comments, must be retained as a part of the tenure-track faculty member’s permanent file. The College of Human Sciences Promotion and Tenure Committee may later request copies of these materials to aid in its deliberations at the time of tenure review.

During any year of tenure-acquiring appointment, a faculty member may be judged to be making unsatisfactory progress toward tenure on the basis of the DOD Teaching, Service, Research and Creative Activity Rubrics and the annual reports. In any year, a terminal contract or notice of non-reappointment may be issued to an untenured faculty member by the university and is not required to give a non-tenured faculty member a reason for decision of non-reappointment.
1. The third year Progress Evaluation Committee (PEC) will be appointed by the DOD Chair and will consist of at least three Associate professor level and Professor level tenured faculty members in the Department who have served on the College of Human Sciences Promotion and Tenure Committee and hold graduate faculty status and one tenured faculty member outside of Texas Tech University. The PEC will be appointed by the eighth week of the semester prior to the Third Year Progress Evaluation and announced to the tenured faculty in the Department. The chair of the PEC will be, if possible, from the same subject matter area (ADM or ID) as the faculty member to be reviewed. The other PEC members will include two faculty from the Department and one tenured faculty member from a peer institution who is in the same discipline as the tenure-track faculty member being evaluated. The faculty member outside Texas Tech University will meet the criteria for outside peer reviewers. (See attachment).

2. The third year PEC will review the tenure-track faculty member on teaching effectiveness, peer reviewed research/creative works, and professional service to determine whether satisfactory or unsatisfactory progress is being made toward meeting the Department, College, and University expectations for tenure and promotion. The submission of a curriculum vita, photocopies of publications and / or pictures of creative works, and evidence of teaching effectiveness including teaching evaluations from students and a peer teaching review will suffice for the third year evaluation progress.

3. The evaluation will be based on the rubrics for teaching, research/creative activity, and service (See attachment). The rubrics provide guidelines for tenure/tenure track faculty and full time instructors for assessing the areas of teaching, service, and research/creative activity in the DOD. Faculty receive ratings/points ranging from 1—4 (4 being highest); Exceeds Expectations (4 pts), Meets Expectations (3 pts), Minimally Meets Expectations (2 pts) and Does Not Meet Expectations (1 pt). These assessments are completed by reviewing faculty members’ current vita and a copy of the AFR’s as per Digital Measures forms for the past three years.

4. Materials will be submitted in a three ring binder and follow the College of Human Sciences and Department of Design submission guidelines for tenure and promotion (See attachment). The DOD Department Chair will make copies of previous annual faculty reviews based on DOD Teaching, Service, and Research/Creative Activity Rubrics. The DOD Department Chair will add the materials to the notebook within one week of submission. For information, faculty members may obtain a blank copy of Rubrics from DOD Department Chair.

5. The third year PEC will meet (faculty member outside the university will submit written comments and may be contacted by phone by the committee to discuss comments) and prepare a written report that will be made available to the tenure-track faculty member. (See Attachment). The written report will be completed within three weeks of receiving the tenure-track faculty member’s materials. The tenure-track faculty member will be given the opportunity to respond in writing to the report prepared by the third year PEC.
The written response of the tenure-track faculty member will be completed within one week of receiving the written progress evaluation from the PEC.

6. The tenured faculty members of the DOD will have access to a copy of the written report prepared by the third year PEC and the tenure-track faculty member who is being reviewed will be addressed to the PEC).

7. The third year PEC will submit a copy of the written report with recommendations and the tenure-track faculty member’s response to the Department chair and the College of Human Sciences Dean. The Department Chair will meet with the tenure-track faculty member to discuss the outcome of the progress evaluation within two weeks of receiving the written report from the PEC.

8. Recommendations made by the third year PEC will be re-evaluated by the Department Chair and PEC no later than the eighth semester of full-time employment. The re-evaluation will determine if satisfactory progress is being made toward tenure and promotion. (PEC committee members who are no longer at Texas Tech University will be replaced by other DOD faculty who are qualified to serve on the third year review PEC)