

[Original CoA OP approved by faculty vote, 09/08/2014. Minor revision to voting procedure approved by faculty vote, 9/16/2015. Major revisions to bring into accord with new TTU OP 32.38 approved by faculty vote, 11/30/2018.]



TEXAS TECH UNIVERSITY
College of Architecture

Operating Policy and Procedure

OP 103.05 Tenure-Track Third-Year Review Policy

DATE: September 08, 2014. Date of Original Faculty Vote

PURPOSE: This operating policy and procedure sets forth definitions and establishes procedures for the third-year review of tenure-track faculty within the College of Architecture (College) as set forth in Texas Tech University Operating Procedure TTU OP 32.38: Third-Year Review of Tenure-Track Faculty, August 17, 2018.

REVIEW: The College of Architecture Operating Policy and Procedures Committee (OP Committee) will review this college policy by February 1 of every odd-numbered year. Any substantive revisions will be presented to tenured and tenure-track faculty for vote, and forwarded to the dean of the College of Architecture.

COMMITTEE CHARGE:

- A. To assure that the College of Architecture Operating Policy and Procedures do not contradict the current Texas Tech University Operation Policy and Procedures. The committee shall be responsible to monitor on a regular basis any changes in Texas Tech University Operation Policy and Procedures that may affect the College of Architecture Operating Policy and Procedures.
- B. To invite, solicit and compile suggested revisions and amendments to the College of Architecture Operating Policy and Procedures from tenured and tenure track faculty in the College of Architecture.
- C. The committee shall draft and prepare College of Architecture Operating Policy and Procedures amendments and changes and submit any amendments or changes to the tenure/tenure track College of Architecture faculty for an approval prior the end of each spring semester. A simple majority shall determine acceptance of any amendments or changes to the College of Architecture Operating Policy and Procedures.
- D. The majority of the voting members of the faculty and the dean ratified the following college operating policy on the following date.

Date of Original Vote: September 8, 2014

DEFINITIONS: See OP 103.01 for definition of terms common to college tenure and promotion policies.

Candidate refers to the tenure-track faculty member being reviewed.

College Third-year Review Committee refers to the candidate's College of Architecture third-year review committee.

College Tenured Faculty Committee refers to the tenured faculty of the College of Architecture.

Department Chairperson refers to the chairperson of the College of Architecture.

Presiding Administrator refers to the College of Architecture administrator, identified by the dean, responsible for the administration of the tenure policies

PSVP refers to the Provost and Senior Vice President.

University Peer Committee refers to the committee of university peer faculty empaneled by the Office of the PSVP.

Dean refers to the Dean of the College of Architecture.

1. Goals

- a. This policy strives to ensure equity and ethical evaluation of tenure-track candidates by aiding the dean and college faculty in assessing the trajectory of distinction within a candidate's record of teaching, research, and service. This process also provides an opportunity for the candidate to better understand his/her assessment by the college and respond with any necessary adjustments prior to the tenure review.
- b. Texas Tech University has adopted a statement of ethical principles that calls on all members of the university community to accept responsibility for promoting shared ethical principles. All academic appointments and tenure judgments and recommendations rest upon honest evaluation of the faculty member's performance of his or her teaching, research, and service. Consistent with University OP 40.01 and University OP 10.12, such judgments and recommendations are to be made without regard to race, religion, gender, sexual orientation, age, national origin, or disability, as defined by the Americans with Disabilities Act, as amended.

2. College Third-Year Review Committee

- a. The presiding administrator, in consultation with the candidate, shall select a college third-year review committee of three tenured faculty members not holding administrative positions, and shall assign the chairperson of this committee. The committee chairperson shall be responsible for organizing meetings, receiving submissions from the candidate, making the third-year review dossier available to the tenured faculty for review, and issuing documents on behalf of the committee. If the appointed administrator and the candidate are unable to agree upon committee members, the dean shall mediate. Members of the candidate's tenure-track advisory committee may not serve on the third-year review committee.
- b. The committee shall be established no later than the third week of October of the candidate's fifth long semester.

3. Evaluation by College Third-Year Review Committee

- a. The review shall occur during the fifth long semester of the candidate's third year of employment with the university. The presiding administrator shall notify the

candidate of this review no later than the second week of October of the fifth long semester. An initial meeting between the committee and candidate shall occur no later than the fourth week of November to discuss the process and procedure of the review and establish a timetable for the submission and review of materials.

- b. The candidate shall submit a third-year review dossier by January 20 of the sixth long semester. Upon receipt of the candidate's third-year review dossier, the committee will review the dossier and make a written assessment and recommendation regarding the candidate's progress toward tenure and promotion.
- c. The presiding administrator shall deliver the candidate's completed annual performance evaluation for the preceding year to the candidate no later than the first week of February of the sixth long semester, as per university OP 32.38, section 1 d. This will be added to the candidate's dossier and considered in the committee's evaluation. During the review process the committee may meet with the candidate to discuss its recommendations and, if necessary, to get clarifications from the candidate.
- d. The committee's evaluation will be completed by the third week of February of the sixth long semester.
- e. The chairperson of the committee shall present the third-year review report signed by members of the committee to the candidate 48 hours before having a meeting with the candidate, which will commence no later than the fourth week of February of the sixth long semester. The candidate will sign the report as evidence that the chairperson has met to review the findings of the report with the candidate. The signature does not bind the candidate to agreement with the committee's report, only his/her presence and participation in the meeting.
- f. If the candidate does not agree with the findings in the report, an additional meeting will be held with the candidate, the presiding administrator, and the committee to discuss the report. This meeting will take place prior to any further action and no later than the first week of March of the sixth long semester. After the meeting, the committee may submit an amended report. If the candidate still believes his/her concerns have not been satisfactorily addressed through this meeting, the candidate may file a written response to the dean within 20 days of the meeting that will be added to the review file.

4. Review and Vote of College Tenured Faculty Committee

- a. Following the completion of the preceding review process, the presiding administrator will make the candidate's dossier, the committee report, and the candidate's response (if any) available for review by the College Tenured Faculty Committee by the first week of March of the sixth long semester. The presiding administrator will call a meeting of the College Tenured Faculty Committee following a ten working day review period to discuss the candidate's performance and to vote in support or non-support of the candidate's satisfactory progress towards tenure.
- b. During the review period a ballot box will be available for College Tenured Faculty Committee members who are unable to participate in the scheduled vote meeting and wish to cast an absentee ballot. No meeting minutes are taken and the content of the vote meeting is confidential to the attendees. Faculty will vote with unsigned paper ballots.
- c. The ballot question will be "Is the candidate making satisfactory progress towards tenure and promotion?" Faculty shall answer "Yes" or "No."

- d. Additional written comments on a separate sheet are encouraged and will be included with the ballots. Absentee ballots will be provided to any faculty unable to attend, however they must be submitted prior to the meeting. No votes will be accepted after the meeting. The presiding administrator will collect and tally the ballots in the presence of another tenured faculty member and will inform the College Tenured Faculty Committee of the results of the vote. The ballots and the written comments will become part of the candidate's third-year review dossier.

5. Evaluation by Department Chairperson

- a. The Department Chairperson shall then make an independent assessment of the candidate and write a recommendation. The chairperson's evaluation report will be shared with the candidate and will become part of the candidate's third-year review dossier. This evaluation should be completed no later than March 15 of the sixth long semester. The dossier will then be forwarded to the Office of the PSVP for evaluation by the University Peer Committee.

6. Evaluation by University Peer Committee

- a. In accordance with university OP 32.38, section 2 b, the Office of the PSVP will form a university peer review committee with a maximum of five members considering suggestions made by the candidate and the presiding administrator. The candidate and presiding administrator can each suggest a maximum of four Texas Tech University tenured faculty peers in allied disciplines outside the College of Architecture. Suggested names of peers should be submitted to the Office of the PSVP no later than the first week of December of the fifth long semester.
- b. The purpose of the university peer committee is simply to ascertain that appropriate procedures were followed in the conduct of the third-year review. This committee does not consider or weigh in on merits of the candidate's performance.
- c. The university peer committee shall review the candidate's dossier, the college third-year review committee's evaluation and recommendation, the tenured faculty committee's votes and comments, and the chairperson's evaluation and recommendation. The university peer committee will provide a written affirmation that appropriate procedures were followed. The letter will be shared with the dean, the chairperson, and the candidate and should be completed no later than April 1 of the sixth long semester. The letter will be added to the candidate's third-year review dossier.

7. Evaluation by Dean

- a. The dean shall make an independent assessment of the candidate, taking into consideration the candidate's dossier, the third-year review committee's evaluation and recommendation, the vote and comments of the college tenured faculty committee, the chairperson's evaluation, and the university peer committee's evaluation. The dean shall write a final evaluation letter indicating that the candidate either is making satisfactory progress towards tenure and promotion or is not making satisfactory progress.
- b. In the case of an unsatisfactory third-year review assessment, the dean shall (a) issue a one-year terminal contact, or (b) provide written assessment and recommendation to the candidate with suggestions for improvement and/or requirements for performance, including conditions for continued employment with deadlines for completing these conditions.

- c. The dean will inform the candidate and the chairperson of the outcome of the third-year review no later than April 15 of the sixth long semester.
- d. The dean's written evaluation letter will be included in the candidate's tenure and promotion dossier, along with the third-year review committee's written evaluation, the vote and comments of the college tenure faculty committee, the chairperson's written evaluation, and the university peer committee's written evaluation of procedural process.

8. Criteria for Evaluation

- a. The candidate shall be reviewed on his/her progress in teaching, research, and service. This review shall be based on the criteria set forth in university OP 32.01, university OP 32.32, and college OP 103.02.

9. Documentation

- a. The candidate shall submit a dossier documenting accomplishments in teaching, research and service as well as including their annual reports, and annual advisory letters prepared by the candidate's tenure-track advisory committee. The dossier shall follow the promotion and tenure dossier format defined in university OP 32.01. The dossier shall include:
 - i. Vita with the administrator's rating of publications and creative activities.
 - ii. Candidate's letter of appointment.
 - iii. Annual advisory letters from the candidate's tenure-track advisory committee.
 - iv. Summaries of teaching effectiveness, research, and service.
 - v. Documentation of teaching effectiveness, research, and service.
 - vi. Annual faculty reports and the candidate's annual college performance evaluations.
 - vii. Student course evaluations for courses taught by the candidate.
 - viii. Additional evidence of teaching, research, and service requested by the third-year review committee.

10. Appeal Procedure

- a. If the dean decides to issue the candidate a letter of non-reappointment, the candidate has the opportunity to appeal the decision directly to the Office of the PSVP, in accordance with university OP 32.38, § 4. The candidate is expected to submit a written statement, which includes a clear reasoning for the appeal, by the last day of their sixth long semester of service. The appeal process will be governed by procedures set in OP 32.02, Faculty Non-reappointment, Dismissal, and Tenure Revocation.

11. University and College Operating Policies and Related Documents

[University OP 32.01, Promotion and Tenure Standards and Procedures](#)

[University OP 32.01A, Texas Tech University Statement of Ethical Principles](#)

[University OP 32.01B, Promotion and Tenure Dossier Format](#)

[University OP 32.02, Faculty Non-reappointment, Dismissal, and Tenure Revocation](#)

[University OP 32.38, Third-Year Review of Tenure Track Faculty](#)

[University OP 32.32, Performance Evaluations of Faculty](#)

[University OP 40.01, Equal Employment Opportunity Policy and Affirmative Action Program](#)

[University OP 10.12, Sexual Orientation Non-discrimination Policy](#)

College OP 103.02 – Promotion and Tenure Standards and Procedures. College OP 103.02A – Attachment A: Appointment Letter Example.

College OP 103.02B – Attachment B: Faculty Review Calendar Example. College OP 103.03 – Tenure-track Advisory Committee.

College OP 103.06 – Comprehensive Performance Evaluation. College OP 103.10 – College Tenured Faculty Committee