TEXAS TECH UNIVERSITY
College *of* Architecture

Operating Policy and Procedure

OP 103.02B Faculty Review Calendar Example

Candidate Name: ..... _____
.....

Hire Date: ..... 1 September 20xx

Hire Rank ..... _____

Hire Area ..... _____

Tenure Advisory Committee ..... 1) _____

2)_____

3)_____

Annual review by dean..... 1 May of each year_____

THIRD YEAR REVIEW

Notification..... 2nd week of October 20xx (+2)

Third-Year Review Committee ..... 3rd week of October 20xx (+2)

1)_____

2)_____

3)_____

Meeting between candidate and committee..... 4th week of November 20xx (+3)

Dossier due..... 20 January 20xx (+3)

Report complete by committee..... 3rd week of February 20xx (+3)

Report given to candidate 48 hours after committed signs ..... 3rd week of February 20xx (+3)

Dossier submitted to tenured faculty for review & vote ..... 1st week of March 20xx (+3)

Faculty votes on progress of candidate no later than..... 15 March 20xx (+3)

Chairperson writes evaluation no later than ..... ……15 March 20xx (+3)

Dean writes letter and informs CoA Chair & the candidate no later than ……..15 April 20xx (+3)

Report response by dean or candidate ..... …….. 1 May 20xx (+3)

Report vote by tenured faculty ..... …… 1 May 20xx (+3)

TENURE REVIEW

Notification..... mid February 20xx (+5)

External evaluators selected ..... mid April 20xx (+5)

External evaluators ..... 1)_____

2)_____

3)_____

4)_____

5)_____

6)_____

Confirmation of external evaluator availability by Dean …….. June 1, 20xx (+5)

External materials due from candidate ..... June 1, 20xx (+5)

External review letters due ..... mid September 20xx (+5)

Dossier due for faculty review ..... mid October 20xx (+5)

Faculty vote ..... 1 November 20xx (+5)

Dean review letter due to provost..... mid November 20xx (+5)

Provost & President review ..... November/December 20xx (+5)

Regent action..... mid February 20xx (+6)

COMPREHENSIVE PERFORMANCE EVALUATION I *(Repeated No Less Often Than Once Every Six Years)*

Notification..... 1 September 20xx (<+11)

Comprehensive Performance Evaluation Committee..... 1 October 20xx (<+11)

1)_____

2)_____

3)_____

Dossier due..... 1 November 20xx (<+11)

Initial meeting between candidate and committee ..... 1 December 20xx (<+11)

Additional material from candidate (if any(due ..... 1 February 20xx (<+12)

Report complete ..... 1 May 20xx (<+12)

Committee meeting with candidate ..... 1 May 20xx (<+12)

Response by dean or candidate.....