TXAS 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)

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..................................................