



Operating Policy and Procedure

OP 103.02 Promotion and Tenure Standards and Procedures

DATE: September 8, 2014

PURPOSE: This operating policy and procedure establishes the standards and procedures for evaluating faculty for promotion and tenure within the College of Architecture as required by the Texas Tech University Operating Policy and Procedures and the Texas Tech Regents' Rules.

REVIEW: This College of Architecture Operating Policy and Procedures will be reviewed by February 1 of every even-numbered year by a College of Architecture review committee composed of a chair and three committee members who will be appointed on a bi-annual basis by the Associate Dean of Academics.

The charges of the committee are:

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.

The following college operating policy has been ratified by a majority of the voting members of the faculty and the dean.

Date of Vote: September 8, 2014

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

1 Concept and Purpose of Tenure

- a. Academic tenure is designed to assure the faculty freedom in teaching, research, opinion, and full participation as citizens in the university community. The purpose of academic tenure at Texas Tech is also to retain a body of faculty best qualified to help develop and execute the core university mission of advancing knowledge and educating students. The purpose of promotion at Texas Tech is to recognize and reward faculty with records of sustained professional accomplishment that contribute to that mission. Texas Tech is committed to retaining and promoting faculty whose work achieves a high standard of excellence and who demonstrate through the performance of their duties a commitment to professionalism and to the core university mission.
- b. Academic tenure has been adopted so that the university may have the benefit of the competent and honest judgment of its faculty. Tenure recognizes the professional status of university faculty and assures that tenured employment may be terminated only for adequate cause.
- c. Tenure aims at the retention, encouragement, and promotion of the ablest and most promising faculty.
- d. Tenure may normally be obtained only after a period of probationary service. After tenure is granted, the burden of proof rests upon the university when it wishes to dismiss a tenured faculty member.

2 Procedures for Admission to Tenure

- a. Appointment Letter
By the date of hire the candidate will receive a letter of appointment establishing the terms and conditions of the candidate's appointment and this letter shall be in the possession of the university and the faculty member at the time of initial employment and throughout the tenure and promotion process. Terms and conditions of the letter shall include an outline of specific expectations in teaching, research, and service. Included with the letter shall be the college mission statement, the college guidelines for tenure and promotion with reference links to all tenure and promotion policies from the college and university.
- b. Probationary Period
The probationary period for admission to tenure is governed by the university OP 32.01.2.c and generally extends six-years prior to a review for tenure and promotion or notification that the candidate's appointment will not be renewed at the end of the seventh, terminal year.
- c. Tenure-Track Advisory Committee
Within the first semester of the candidate's appointment a tenure-track advisory committee will be established as indicated in the college tenure-track advisory committee policy OP 103.03. Annual advisory letters created by the committee will become part of the tenure-review dossier.
- d. Annual Reviews
Evaluations of faculty performance are conducted annually by the college administration.

- Candidate annual reviews will become part of the tenure-review dossier, the third-year review and the comprehensive performance evaluation.
- e. **Third-Year Review**
The third-year review is generally conducted in the candidate's third year as indicated in the college third-year review policy OP 103.05 to assess the candidate's progress towards tenure in teaching, research, and service. The report produced by this review as well as the outcome of the tenured faculty vote on agreement with its findings will be included in the tenure review dossier.
 - f. **Dossier Preparation**
The candidate will prepare one dossier for the tenure-review process divided into categories according to university OP 32.01 and correspond to the curriculum vitae with clear sections for teaching, research, and service. The candidate is encouraged to seek the guidance of his/her advisory committee, other faculty members, and the dean in the preparation of the dossier.
 - g. **External Review**
The majority of comments related to the candidate's credentials should come from qualified persons outside the university. The presiding administrator in consultation with the candidate shall select the reviewers. The dean or presiding administrator shall solicit letters from external reviewers, and the reviewers shall be informed that their letters will become a part of the candidate's dossier. Reviewers shall be asked to comment on the quality of research and/or creative activity of the candidate.
 - h. **College Review and Vote**
Primary responsibility for the evaluation of the academic qualifications of candidates for tenure rests with the tenured faculty. When evaluating progress towards tenure the eligible voting faculty shall consider the candidate's success in accomplishing expectations in teaching, research, and service as outlined in the appointment letter, the third-year review, and contributions the candidate has made to advance the discipline of architecture that improve the academic reputation of the university.
 - i. **University Review**
After the college review the dean creates a review letter to transmit the dossier to the provost for university review. The president then makes a recommendation to the regents for final action.

3 Procedures for Promotion

- a. Promotion from assistant to associate professor normally occurs at the same time as the decision on tenure and follows the same procedures. Only faculty members at a higher rank may participate in any promotion vote during the department or college review process.
- b. Promotion from associate to full professor generally follows the same procedures as for promotion to associate, except that only faculty at the higher rank may participate in any vote during the department or college review process. Three to six years in rank as an associate professor generally provides the opportunity to accomplish a record of achievement.
- c. Consideration of individual promotion applications shall occur annually on the schedule established by the university. It is inappropriate to base promotion or tenure on the number or percentages of individuals in the various academic ranks.

- d. Individuals may be nominated by their colleagues or may seek promotion on their own initiative, but the university operating policies regarding time in rank served must be respected. In either event, it is the responsibility of the candidate to prepare a dossier and make it available for review by the eligible voting faculty at least one month prior to the vote meeting. Detailed and specific evidence of effective teaching, research, and service should be included in the dossier of faculty members being recommended for promotion.
- e. The majority of comments related to the candidate's credentials should come from qualified persons outside the university. Minimum number of letters from external evaluators outside the university:
 - i) Three letters for appointment as Assistant Professor.
 - ii) Six letters for promotion from Assistant Professor to Associate Professor.
 - iii) Six letters for promotion from Associate Professor to Professor.
- f. Primary responsibility for the evaluation of the academic qualifications of candidates for promotion rests with the faculty. When evaluating progress toward promotion the eligible voting faculty members shall consider the candidate's success in accomplishing expectations in teaching, research, and service since his/her last promotion, and contributions the candidate has made to advance the discipline of architecture that improve the academic reputation of the university.

4 General Criteria for Promotion and Tenure

Academic promotion and tenure are awarded to faculty members who make continuing contributions in teaching, research and creative activity, and service. The preservation of quality requires that all persons recommended clearly satisfy the general criteria presented below. The relative weight given to each of the three components in the college of architecture is:

Teaching 40 %, Research 40 %, and Service 20%

- a. Teaching:

Teaching includes activities that contribute to student learning. Evaluation of teaching shall include effectiveness of course content and delivery, student learning outcomes, and demonstration of up-to-date knowledge of the candidate's discipline. Detailed and specific evidence of effective teaching shall be included in the dossier of the candidate being recommended for promotion and tenure. The dean, in consultation with the candidate, shall provide a summary of teaching effectiveness, including involvement in graduate education when applicable.
- b. Research

Faculty members are expected to contribute directly to the enhancement and expansion of the university's research and creative scholarship. Research and creative activity serve to advance the discipline of architecture and the state of the art. Evidence of research and creative activity includes print or electronic publications, non-print presentations, funded grant applications and reports, patents and other intellectual property, curatorships, and artistic productions and performances. Textbooks and innovative instructional materials having significant value beyond this campus may be considered contributions to research and creative activity.
- c. Service

Faculty members are expected to make professional contributions through professional

service to the department, college, university, discipline at large, and, as appropriate, to the broader community. These contributions to outreach and engagement may include discipline-related activities in service to the immediate community, to the state and region, and to society at large, as well as service in one's department and across the university as advisers, committee members, task force members, workshop and symposium participants, development grant participants, and similar types of activities. Participation in the activities of professional societies and organizations, especially through service in leadership roles, is a strong indication of professional commitment. Contributions through presentations and consultative services are regarded as further evidence of professional reputation. Such service and activities may include compensated as well as unpaid work on behalf of the profession.

Tenure may be awarded at the time of hire in the case of a candidate who has previously earned tenure at a comparable institution or when a review and tenure vote is conducted during the hiring process. Untenured faculty candidates obtain tenure after a probationary period and completion of a third-year tenure review as specified in the college tenure-track third-year review policy.

Tenure may be awarded prior to completion of the full probationary term, although a positive third-year review is strongly encouraged. A faculty member may request early tenure consideration prior to completing the full probationary period without prejudice for later reconsideration. For early tenure consideration, the faculty member's record of accomplishment is to be the equivalent or more than would be expected at the completion of a full probationary period.

All faculty members being considered for promotion and tenure are to be evaluated using the version of university and college operating policies and procedures effective on their date of hire, unless they elect to be evaluated using the current version.

5 Standards for Academic Ranks

- a. Assistant Professor
Initial appointment requires completion of the terminal academic degree necessary for the position. The candidate must demonstrate an ability to teach effectively, and show promise for growth in teaching, research, and service.
- b. Associate Professor
Promotion from the assistant to associate professor with tenure requires:
 - i) demonstrated record of effective teaching within the university.
 - ii) record of peer-reviewed research which advances the discipline of architecture, the candidate's intellectual and creative development, and the integrity and quality of the college.
 - iii) engagement with undergraduate and/or graduate students in promoting research, scholarship, and creative activity in architecture.
 - iv) record of professional service.
 - v) promise of growth in teaching and research.
 - vi) success at meeting the terms of the candidate's letter of appointment.

- c. Professor
Promotion to the highest academic rank or a tenure decision at this level require the candidate's academic achievement and professional reputation to be superior with national and/or international recognition. The rank of professor demonstrates continued growth in, and a cumulative record of, teaching effectiveness, substantial peer-reviewed research, engagement of undergraduates and/or graduate students in research, and professional service, which may include outreach and engagement.

6 Decision-Making Procedure

- a. Appointment
Tenure and promotion decisions begin with the details described in the appointment letter.
- b. Tenure-Track Advisory Committee
Annual meetings between the candidate and the tenure-track advisory committee produce advisor letters that are included in the tenure-review dossier.
- c. Annual Reviews
Evaluations of faculty performance are conducted annually by the college administration. Candidate annual reviews become part of the tenure-review dossier, the third-year review, and the comprehensive performance evaluation.
- d. Third-Year Review
The third-year review is generally conducted in the candidate's third year as indicated in the college third-year review policy to assess the candidate's progress towards tenure in teaching, research, and service. The report produced by the third-year review as well as the outcome of the tenured faculty vote on agreement with its findings will be included in the tenure-review dossier.
- e. Dossier Preparation
The candidate will prepare one dossier for the tenure-review process divided into the following categories according to university OP 32.01.
 - i) Dean's letter
 - ii) Vita
 - iii) Solicited and unsolicited letters
 - iv) Basic information
 - v) Applicant's summary of teaching effectiveness
 - vi) Applicant's summary of research and creative activities
 - vii) Applicant's summary of service activitiesEach dossier shall contain a signed statement by the candidate indicating that the candidate has reviewed and is aware of the content in the dossier. After the dossier has been submitted for faculty review no additional material shall be added and nothing shall be removed.
- f. External Review
External reviewers shall be selected in the spring of the year prior to the tenure and/or promotion review (generally the candidate's fifth year) and the dean shall verify reviewer

willingness and ability to serve by June 1st. Outside reviews must be complete no later than the second week of September.

The dean selects reviewers in collaboration with the candidate and the Tenure Advisory Committee. External reviewers shall be peers, experts or otherwise, qualified to judge and review the candidate's research. The candidate shall explain their relationship to the external reviewer. The dean and the advisory committee will determine if a conflict of interest exists prior to selection finalization.

The candidate shall provide external reviewers with a detailed vita, summary of research and creative activity, and the research portion of his/her dossier. Reviewers shall return all the documentation received from the candidate. The college will provide packaging with pre-paid postage.

g. Tenure Review and Vote

The complete dossier with all original supporting documentation shall be made available for review by the tenured faculty **ten working days before the meeting** called by the dean or presiding administrator to conduct the tenure and promotion votes. During that period no documents can be added or taken away. Faculty from the El Paso and Houston campuses shall be given time and travel support to view the candidates dossier in person in Lubbock. During the review period a ballot box will be available for tenured faculty members who are unable to participate in the scheduled tenure vote 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, which become part of the complete dossier. Additional written comments 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 dean shall notify the candidate of the vote outcome immediately after the meeting. The dean does not attend or participate in the faculty vote.

h. Dean Review

After considering the faculty vote and ballot comments, the dean will review the candidate's dossier, annual advisory letters, progress made since the third-year review or last promotion, and external review letters. The dean will summarize his review in a written letter to the provost, which will include a recommendation, positively or negatively, on tenure and/or promotion for the candidate. In all cases, information regarding the dean's recommendation will be provided to the candidate and college tenure committee. At any point a candidate for tenure and/or promotion may request in writing that the dossier be withdrawn from further consideration without prejudice, in which case the dossier will not be forwarded. The dean's review letter is sent to the provost with the abbreviated dossier required by the university policy, which includes the faculty ballots and comments.

i. Provost Review

The partial dossier submitted to the provost shall be limited to the policy designated format of no more than 20 pages, exclusive of all letters.

It is the responsibility of the provost to receive dossiers and recommendations regarding promotion and tenure, to review them with respect to the college and university standards, and to approve or disapprove all recommendations received.

A review and vote by the dean of the Graduate School will be included at this stage in the decision-making process. At the provost's discretion, review and a vote by the vice

president for research and review, but not votes, by members of the provost's staff may also be included. The provost will meet with the dean and discuss the dean's recommendation. The provost will subsequently transmit the dossier and recommendations to the president.

j. **President Review**

It is the responsibility of the president to receive all recommendations regarding promotion and tenure from the provost, to review them, and to approve or disapprove the recommendations. After the review, the president will meet with the provost and discuss the recommendations. The approved recommendations will thereafter be transmitted to the chancellor for review of the recommendations, and then to the regents for final consideration.

k. **Regents Action**

The action of the regents awards faculty members tenure. The dean shall promptly inform the candidate and college faculty about the outcome of the regents' action as soon as the information becomes available.

7 Documentation

The candidate will prepare a dossier of supporting materials including the candidate's annual faculty evaluation reports, administrative assessments, annual tenure-track advisory reports, third-year review report, and summaries of research, service, and teaching effectiveness. The candidate is encouraged to seek the guidance of his/her advisory committee, other faculty members, and the dean in the preparation of the dossier. The teaching summary shall clearly delineate contributions to graduate education (if applicable) such as teaching of graduate courses, chairing or memberships on thesis and dissertation committees, mentoring individual graduate students, and similar activities.

When applicable, candidates may provide documentation of the following items organized to correspond with the curriculum vitae and dossier:

a. **RESEARCH AND CREATIVE ACTIVITY**

- i) Books (include reviews and awards of books with item).
- ii) Book chapters.
- iii) Peer-reviewed articles published in journals, conference or symposia proceedings.
- iv) Articles (non peer reviewed).
- v) Editorials and book reviews by candidate.
- vi) Exhibitions of candidate's work in juried shows or competitions.
- vii) Exhibitions curated by candidate.
- viii) Peer-reviewed conference presentations.
- ix) Conference presentations.
- x) Invited lectures, exhibitions, performances or presentations.
- xi) Citations of candidate's work in books, journals, magazines and new media (separate into sub sections as required).
- xii) Creative works and/or architectural practice including patents, software development and professional consulting.

- b. GRANTS
 - i) Grant award letters or correspondence for all grants received and/or managing.
- c. AWARDS
 - i) Documentation of all Teaching, Research and Creative Activity, and Service Awards.
- d. TEACHING
 - i) Syllabi of organized courses.
 - ii) Independent study courses.
 - iii) Thesis advising.
 - iv) Impacts on student learning.
- e. PROFESSIONAL SERVICE
 - i) College service including committees, extensive work in curriculum revision, innovative teaching methods and other duties that support the college.
 - ii) University service including committees and efforts that support the university as a whole.
 - iii) Regional, national and international community service such as peer-review juries, conference session moderating or paper reviewing, professional organization offices or committee involvement (separate into sub-categories, as appropriate)
- f. MEMBERSHIPS
 - i) Licenses of professional registration
 - ii) Professional affiliations / boards
- g. Additional items pertinent to the candidate's progress toward tenure and/or promotion

8 Appeal of Decision Not to Recommend Tenure

Faculty who contend they have been denied the recommendation for tenure or promotion improperly or unfairly due to (a) considerations that violate academic freedom; (b) constitutionally impermissible reasons; or (c) significant noncompliance with the university's established standards or procedures may address their concerns to the university tenure advisory committee through the provost. If the candidate believes that judgment about his/her application has been based on prejudice or misunderstanding, he/she may appeal in writing according to university procedures.

9 Policy Revision and Implementation

Under the statutory authority of the state of Texas, the Board of Regents has the sole authority to revise this tenure policy. The college promotion and tenure policies will be reviewed in November of even-numbered years by the dean and the tenured faculty by December 15 of the same year. Any change in the college promotion and tenure policies must be in accordance with university operating policies.

10 University and College Operating Policies and Related Documents

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

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

[University OP 32.06 - Faculty Responsibility.](#)

[University OP 32.17 - Faculty Appointments and Titles.](#)

[University OP 32.34 - Approval of Faculty in Non-tenure Acquiring Ranks.](#)

College OP 103.01 – Index Definitions.

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 103.05 – Tenure-track Third Year Review.

College OP 103.06 – Comprehensive Performance Evaluation.

College OP 103.10 – Tenured Faculty Committee.