



Operating Policy and Procedure

OP 103.03 Tenure-Track Advisory Committee

DATE: September 8, 2014

PURPOSE: This operating policy and procedure establishes a Tenure-Track Advisory Committee for tenure-track faculty to aid their progression through the tenure and promotion process.

REVIEW: This college policy will be reviewed by February 1 of every odd-numbered year by a committee of at least three tenured faculty members with recommendations for revision presented to the dean and tenured and tenure-track faculty of the college by March 1.

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.

Candidate: refers to the tenure-track faculty member being reviewed.
Committee: refers to the candidate's tenure-track advisory committee.
Chair: refers to the chair of the tenure-track advisory committee.

POLICY/PROCEDURE

1 Goals

The committee will provide a sounding board of experience, guidance, and advice to the candidate on aspirational standards of teaching, research, and service, institutional culture, and operating policies and procedures within the college and university. The committee will communicate regularly with the candidate as a group and individually to support progression through the tenure and promotion process.

2 Committee Appointment

For each candidate, a committee will be established by the dean, in consultation with the candidate, within the first semester consisting of at least two non-administrative tenured faculty members from within the college. The appointment term will begin in the spring of the candidate's first year and conclude at the end of the tenure-review process. The dean will designate a chair from within the committee to serve for the entire tenure-review process. Either the candidate or the committee members may petition the dean in writing for a change in the membership of the committee.

3 Meetings

The committee shall meet with the candidate at the beginning of the spring semester of the first year. This meeting shall outline the candidate's research trajectory, aspirational research products, historical norms for research output within the college, the structure of the tenure-review process, and tangible goals for the following year. Subsequent meetings shall review these issues, discuss accomplishments of the preceding year, and renew the tangible goals for the upcoming year to assist the candidate in her/his progress towards tenure. There shall be at least one official meeting in the spring of each year prior to the tenure review. Additional informal meetings between committee members and the candidate are encouraged.

4 Advisory Letter

Each formal annual meeting between the committee and the candidate shall result in a single-page advisory letter to be filed by the committee chair with the dean within three weeks of the meeting. This yearly advisory letter shall be signed by the candidate and the committee chair to acknowledge the candidate's review of the letter with the committee, and then it shall be placed in the candidate's tenure and promotion file. A copy of this letter shall also be sent to the candidate. The goal of the letter is to provide ongoing advice concerning the candidate's performance in the areas of teaching, research, and service.

The advisory letter shall address the following areas:

- a. Teaching
 - i) Summary of teaching activities.
 - ii) Effectiveness of teaching preparation.
 - iii) Teaching awards.
 - iv) Student evaluations of teaching.
 - v) Evidence of students' continued performance.
 - vi) Importance of teaching within the college curriculum.
 - vii) Participation in curriculum development.
 - viii) Peer classroom observation.
- b. Research
 - i) Clearly established research and creative activity goals relative to appointment letter and college mission.
 - ii) Progress toward goals measured by tangible research products (i.e., publications, presentations, exhibitions, practice, etc.).
 - iii) Venues for research products, including regional, national, and international.
 - iv) Audience and contribution of research to the field of architecture.
- c. Service
 - i) Service to college, university, and community from regional to international.
 - ii) Professional society activity.
- d. General Comments
 - i) Assessment of candidate's progress towards tenure.
 - ii) Discussion of network of people who may serve as outside evaluators.
 - iii) Concerns that need to be addressed

5 Third-Year Review Advisory Letter

In addition to its annual advisory letters, the committee shall write a letter assessing the candidate's progress in satisfying the requirements for tenure and promotion in time for the third-year review. If the committee is split in its final assessment, each member will write a separate letter recommending either positively or negatively on the progress towards tenure and/or promotion for the candidate. This letter, or letters, shall become part of the candidate's dossier prior to faculty review and/or vote.

6 Related Documents

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

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

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 103.05 – Tenure-track Third Year Review.

College OP 103.06 – Comprehensive Performance Evaluation.