



Operating Policy and Procedure

OP 103.06 Comprehensive Performance Evaluation of Tenured Faculty Members and Faculty Members Who Receive an Academic Promotion

DATE: September 8, 2014

PURPOSE: This operating policy and procedure establishes guidelines and procedures for the comprehensive performance evaluation of tenured faculty members and faculty members who receive an academic promotion.

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, tenured and tenured-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 tenured faculty member being reviewed.
Committee: refers to candidate's comprehensive performance evaluation committee.
Chair: refers to chair of the comprehensive performance evaluation committee.

1 Goals

- a. In accordance with Texas Education Code, § 51.942, and Regents' Rules, Section 04.04, "Guidelines for comprehensive performance evaluation of tenured faculty and faculty members receiving academic promotions," each faculty member who is tenured or who receives an academic promotion at Texas Tech University is subject to a comprehensive performance evaluation.
- b. The evaluation shall be conducted no more often than once every year, but no less often than once every six years after the date the faculty member was granted tenure or received an academic promotion.

2 Committee Appointment

- a. The dean in consultation with the candidate will appoint the evaluation committee composed of three tenured faculty members from the college. One member will be appointed the chair and will be responsible for coordinating and overseeing the review process. This committee shall be formed no later than October 1 of the academic year of the review.

3 Decision Making Process

- a. The presiding administrator shall notify the candidate of the evaluation no later than September 1, the evaluation to begin no later than February 1 and be completed no later than May 1, all of the same academic year.
- b. The candidate shall prepare and deliver to the committee a dossier by November 1 that shall include:
 - i) A statement of academic career accomplishments in teaching, research, service, and when applicable, administrative responsibilities covering the period following the candidate's last promotion.
 - ii) A current vita.
 - iii) Annual performance reviews for the period under review.
 - iv) Supporting materials and documentation of accomplishments for the period of review.
- c. No later than December 1, the committee shall meet with the candidate to discuss the materials presented in the dossier and may suggest revisions, or request additional information to be provided no later than February 1.

- d. Upon receipt of the completed dossier including revisions and additions as required, the committee will review the dossier evaluating the candidate's competence and quality of accomplishments according to expected levels of performance established by the college. During the review of the dossier, the committee may request a meeting with the candidate.
- e. After the completion of the review of the candidate's submittal, the committee will write a report summarizing the candidate's competence in the areas of teaching, research, service, and administrative responsibilities when applicable. No later than May 1, the committee shall meet with the candidate to make the completed report known to the candidate, and both the candidate and the committee members will acknowledge receipt of the report by signing and dating the report. The candidate may make a written response to the report that becomes part of the evaluation dossier.
- f. The dossier, the committee report, and any written response by the candidate will be forwarded to the dean, whereupon the dean will add a separate written evaluation that becomes part of the dossier. Upon completion of the review the entire dossier shall be submitted to the provost.

4 Criteria

The college will establish an accounting procedure to record when each comprehensive performance evaluation is conducted and the date of the next evaluation.

The comprehensive post-tenure review process may not be waived for any tenured faculty member of the university except the dean.

5 University and College Operating Policies and Related Documents

[Texas Education Code - Section 51.942, Performance Evaluation of Tenured Faculty](#)

[Regents' Rules, Section 04.03](#), "Guidelines for comprehensive performance evaluation of tenured faculty and faculty members receiving academic promotions"

[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 32.31, Comprehensive Performance Evaluation of Tenured Faculty Members and Faculty Members Who Receive an Academic Promotion](#)

[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.