



OP 103.08: Procedures for involving other faculty in formulation of a written Performance Development Plan.

DATE: 07 MAY 2021

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to address the following:

1. When a performance development plan as noted TTU OP 32.31 and 32.32 is required for a faculty member, this OP defines uniform guidelines and procedures for selecting faculty who will be involved in “the formulation of a written program of development when requested by the faculty member involved” (TTU OP 32.32, 5a paragraph 2); and
2. Clarifies the CoA process “For the individual on a development program, the dean and the chairperson/coordinator will provide an evaluation report at the end of each academic semester to the individual, which will be reviewed by a committee of peers if so requested by the faculty member” (TTU OP 32.32, 5b)

TTU OP 32.32 section 5a " A written program of development for a reasonable time, but no more than two years, will be established in consultation with the chairperson/coordinator and the faculty member. Each academic unit will develop pre-established procedures agreed upon by the voting members of the faculty member's academic unit for involving other faculty in the formulation of a written program of development when requested by the faculty member involved."

TTU OP 32.32 section 5b "The faculty member and the chairperson/coordinator will continue to provide reports at the end of each semester summarizing progress toward development objectives. For the individual on a development program, the dean and the chairperson/coordinator will provide an evaluation report at the end of each academic semester to the individual, which will be reviewed by a committee of peers if so requested by the faculty member, and will be signed by the dean, chairperson/coordinator, and faculty member"

REVIEW: This OP will be reviewed in February of odd-numbered years by the College of Architecture Operating Procedures Committee made up of at least two tenured faculty and any tenure-track faculty having completed at least one year at the university with substantive revisions presented to the CoA voting faculty for vote by April 15.

Related OPs: TTU OP 32.32. available at <https://www.depts.ttu.edu/opmanual/OP32.32.pdf>
TTU OP 32.31 available at <https://www.depts.ttu.edu/opmanual/OP32.31.pdf>

DEFINITIONS

TTU refers to Texas Tech University.

CoA refers to the College of Architecture.

Dean refers to the dean of the College of Architecture.

Chairperson refers to the Chairperson of CoA, or the Associate Dean for Academics when the chair position is not filled.

Concerned Faculty Member refers to the CoA faculty member for whom a development plan is necessitated.

PSVPAA refers to the Provost and Senior Vice President for Academic Affairs.

PROCEDURE

- a. Performance development plan may be implemented as per TTU OPs 32.31 and 32.32
 - i. In the case of a need for a performance development plan as per TTU OP 32.31, the concerned faculty member may opt for “Due Process and Right to Appeal”, as explained in TTU OP 32.31, section 3.
 - ii. In the case of the need for a performance development plan as per TTU OP 32.32, Performance Evaluations of Faculty, the concerned faculty may opt for mediation as outlined in TTU OP 32.32 3f and CoA OP 103.07.
- b. According to TTU OP 32.32, a faculty member subjected to a performance development plan has the right to request the involvement of other faculty in the formulation of a written plan of development.
- c. The concerned faculty may select three members from the CoA tenured faculty to serve on the development committee.
- d. The charge to the performance development committee, once formed, is to
 - i. Ensure that the deficiencies identified for the concerned faculty member conform with TTU OP 32.31 and TTU OP 32.32.
 - ii. Write a clear performance development plan, in consultation with the concerned faculty and the chair, that addresses the deficiencies identified, outlines clearly stated goals, defines objective evaluation methods, and specifies the duration of the performance development plan. This plan should be for a period of no more than two years as specified in TTU OP 32.32, 5a.
 - iii. Evaluate, at the end of each semester, the reports provided by the concerned faculty member, the chair, and the dean; and write the performance development committee response letter.
- f. At the end of the allotted development period, if the dean and the chair decide to refer the matter to the PSVPAA, then the performance development plan, all the semester reports submitted by the concerned faculty member, evaluation reports by the chair and the dean and all performance development committee response letters will be sent to PSVPAA.

This Performance Development Plan Procedure is governed by TTU OP 32.32, and at all times the TTU OP shall supersede the College of Architecture Development Plan Procedures.