



Operating Policy and Procedure

OP 103.10 College Tenured Faculty Committee

DATE: September 8, 2014

PURPOSE: The purpose of this college operating policy and procedure is to establish and maintain guidelines and procedures for the College Tenured Faculty Committee. All tenured faculty are members of this committee except in expressly limited situations (University OP 70.08, Nepotism) such as during the faculty tenure voting procedure.

This committee shall act as an information channel and facilitator among faculty, administrators, and the TTU administration. The College Tenured Faculty Committee provides assistance to the dean and the other administrators regarding tenure-review schedules, as well as both university and college operating policies and procedures relating to tenure. The primary function of the committee is to help synchronize the three related tenure committees: Tenure-Track Advisory Committee (CoA OP 103.02), Tenure-Track Third-Year Review Committee (CoA OP 103.04), and the Comprehensive Performance Evaluation Review Committee (CoA OP 103.06). Other duties involved with the tenure and promotion of faculty within the college.

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

POLICY/PROCEDURE

1 Procedures

In compliance with University OP 32.01, the academic unit's tenured faculty committee participates in the evaluation of a candidate's tenure track period and the comprehensive performance evaluations for tenured faculty.

The tenured faculty committee shall collaborate with the administration of the college. The responsibilities and activities of the committee shall be defined in cooperation with the administration to provide a consistent and clear process through faculties' careers such as the tenure track years and the periodical comprehensive performance evaluations.

The tenured faculty committee shall work in conjunction with the appointed administrator and the dean of the college to facilitate the tenure-track and tenure related faculty search, evaluations, reports and voting procedures as required by university operating policies.

a. Composition of the committee:

The committee is constituted of all tenured faculty.

Communication and reporting outcomes is essential to the dean, administrators, and the faculty to maintain transparency and clarity of the tenure and comprehensive performance evaluation process.

b. Semester Meetings:

- i) The tenured faculty committee shall meet a minimum of once each semester to address the duties and leadership responsibilities of tenured faculty.
- ii) The agenda for each meeting shall include the following items:
 1. Review the all faculty appointment calendars to identify colleagues who will be meeting university operating policy tenure-track and post-tenure reporting requirements during the current academic year.
 2. Identify the required faculty review committees that shall be constituted for that academic year.

3. Identify the required reports to be submitted to the administration for each candidate during the current academic year.
4. Set up committees to review college operating policy as required.
5. Meet with faculty requesting assistance.
6. Provide summary report of faculty tenure requirements, schedules and calendar dates and other committee actions to the administration for further action.
7. Other business.

2 University and College Operating Policies and Related Documents

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

[University OP 32.31 3. Due Process and Rights to Appeal](#)