

**Texas Tech School of Art
Unit Guidelines
for
Tenure & Promotion**
(approved April 14, 2017)

Four documents govern the Tenure and Promotion process:

- the [University OP 32.01](#),
- the [J.T. & Margaret Talkington College of Visual and Performing Arts Guidelines for Tenure and Promotion](#),
- the School of Art Unit Guidelines for Tenure and Promotion,
- and each area's standards for research productivity.

The School and College guidelines are subject to being revised in accordance with any refinements that the University administration makes regarding the Tenure and Promotion process. The following School of Art Unit Guidelines describe the appointment of a guidance committee, the timetable for applying for tenure and promotion, how to select external evaluators of the tenure dossier, and the responsibilities of the tenure-track faculty member, the guidance committee and the Director.

I. Appointment of a guidance committee.

During the first semester of service of a tenure-track appointment, each new faculty member will be assigned a three-member committee of tenured faculty. Each committee will have three members, when reasonable and appropriate, from the School of Art. The Tenure and Promotion Guidance committee will follow the tenure-track faculty member's career throughout the duration of the tenure-track process, providing advice, guidance, and evaluation in the areas of teaching (teaching observations should be conducted each semester), research, and service.

The committee will meet with the tenure-track faculty member (also called "the candidate") in the second semester of the appointment to begin a process of class evaluations and an assessment of the candidate's teaching effectiveness and the nature and extent of research and service.

The committee members will conduct yearly reviews beginning with the second semester and must provide a written report of the candidate's teaching, research, and service. The report informs the candidate on his/her progress toward meeting the School of Art area-specific criteria as well as the college and university's expectations for tenure. In addition, strengths and weaknesses found in the candidate's teaching, research, and service will be brought to the attention of the candidate annually through meetings with the members of the guidance committee and school Director. If necessary, the Guidance Committee will recommend a course of action for improvement. The completed annual reports are shared among members of the committee and the candidate.

The Guidance Committee does not provide a committee vote at the time of tenure & promotion; rather, its members vote with the other faculty members having voting rights.

II. Timetable

The Director, candidate and Guidance Committee members must follow this schedule.

1 st year	Fall	Director meets with candidate to review tenure criteria and procedures. Tenure & Promotion Guidance committee appointed.
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	Spring	Guidance Committee members complete their first written evaluations. At the first meeting the Guidance Committee will also discuss with the candidate criteria and any issues beyond procedural concerns.
2 nd year	Fall	Candidate consults with committee regarding responsibilities with schedule including teaching observation.
	Spring	Guidance Committee completes their second annual written evaluations and meets with the candidate.
3 rd year	Fall	Candidate consults with committee regarding responsibilities with schedule including teaching observation.
	Spring	<p>Midterm Review</p> <p>Guidance Committee members complete their third written evaluations. By the first week of March, the candidate prepares a complete dossier (please refer to the School of Art Midterm Review document for specific contents). The candidate makes available the dossier to tenured faculty for the purpose of a comprehensive evaluation (midterm review) of the candidate's performance. Tenured faculty and the candidate attend the review. Only tenured faculty may vote on progress toward tenure and promotion.</p> <p>Guidance Committee Chair provides to the Director a single written summary covering the first three years of teaching, research and service (separate from the dossier), signed by the committee members, of the committee members' evaluations to date.</p> <p>The Director will prepare a comprehensive midterm review. The Director sends to the Dean (by the end of the week following commencement in May), his/her comprehensive midterm review, a summary of the ballot and typewritten comments, and the Official Recommendation form taken from OP. 32.01.</p>
4 th year	Fall	Candidate consults with committee regarding responsibilities with schedule including teaching observation.
	Spring	Guidance Committee members complete their fourth written evaluations.
5 th year	Fall	Director and Guidance Committee Chairperson inform the candidate of the timetable for the following: 1) Completion of the tenure dossier; 2) Dossier is made available for review by tenured faculty for 10 working days; 3) candidate is presented to tenured faculty by the guidance committee; 4) After a voting period of a calendar week, Director and Guidance Committee Chair notify candidate of the results of tenured faculty vote count and comment; and 5) Director's cover letter to the TCVPA T&P Committee and Dean.
	Spring	<p>Guidance Committee members complete their fifth annual evaluations. This is the semester in which the external evaluation process begins.</p> <p>In February, candidate files a letter of intent with the TCVPA Associate Dean to apply for Tenure and/or Promotion (see TCVPA website for form).</p>

1) By the end of January, the candidate in consultation with the Guidance Committee Chair and the Director jointly compile a list of eight to ten individuals external to the SOA who may be asked to provide a letter of evaluation. From this list, the Guidance Committee Chair and Director identify five to six individuals, including 1-2 at the administrative level, who agree to perform an external review of the candidate. At least one of those submitting an evaluation must be an administrator. If necessary, the Guidance Committee Chair and Director will assist the candidate in identifying administrative-level individuals to include on the list, such as department chair, museum administrator, or associate dean. The Guidance Committee Chair will contact people until s/he has a commitment from at least 4-6 evaluators. The Director, will contact the administrators. Compiling list should comply with OP 32.01.

2) The evaluators' letters should address research activities within the required scope of teaching and service at TTU. Evaluators should include their current CV with their letters.

3) By the end of February, the candidate prepares a packet of materials to be sent to the external evaluators. Before they are sent, the materials must be reviewed and approved by the guidance committee. The Guidance Committee Chair will ask the evaluators whether they prefer paper or digital copies, and the candidate will prepare them accordingly. **Refer to Section III for contents of the packet that is sent to external evaluators.**

4) The candidate is responsible for copying the necessary packets.

5) The Guidance Committee Chair sends copies of the dossiers to outside reviewers by the end of March. External letters are typically due back to the Guidance Committee Chair by the first of May. Administrator evaluation letters are ordinarily due back by August.

6) The candidate is responsible for preparing the official dossier in accordance with College and University guidelines (see TCVPA website and OP 32.01- attachment at the end of the OP). By the first of May, the candidate should present the complete dossier to the guidance committee. Committee members may offer suggestions for refinement that could be addressed by the candidate over the summer months. Any additional accomplishments, such as an exhibition or publication that might occur over the summer, may be added to the final version of the dossier.

7) The Guidance Committee Chair provides to the Director a single written summary covering the committee's assessments on teaching, research and service of the probationary period. This document, which becomes part of the dossier, is signed by the committee members.

6th year

Fall

Final review by SoA faculty. One complete dossier on paper, in a binder, is made available to the tenured voting SOA faculty for review by the 2nd week in September. During the 1st week in October the candidate will complete the final dossiers (please refer to the TCVPA format checklist). Original external letters are filled separately with the college.

Please note that there is not sufficient time in the fall semester of the decision year for the candidate to do anything but meet his/her Tenure and Promotion Guidance committee; appear before the eligible tenured voting art faculty for query; and allow the tenured voting art faculty time to review the dossier and vote.

Spring School of Art Director and candidate are notified first of the Dean's recommendation and at a later date the recommendation of the Board of Regents' decision.

III. Dossier packets for External Evaluators, SOA Unit, TCVPA and Provost.

External evaluators dossier packet should contain copies of the following:

- Guidance Committee Chair's cover letter to the evaluator
- TTU OP 32.01 criteria for T&P
- TCVPA guidelines for Tenure and Promotion
- SOA T&P Guidelines
- Area criteria for the evaluation of performance in research
- Candidate's Research, Service and Teaching statements
- Candidate's Vita
- Examples of Candidate's research
- Selection of a minimum of three syllabi
- Student Evaluation summaries (quantitative and qualitative; 1 page per year; comments selected by Guidance Committee and signed by Director)
- Documentation of student work as determined by the area
- Candidate's Annual Faculty Reports

SOA Unit dossier packet checklist:

- Because of periodic changes, candidate and guidance committee should refer to the TCVPA website and carefully review both the **Faculty Appointment and Review** and the **Format Checklists Compared**. The latter provides the chronological order required for the dossier. Refer to *Format Checklist Table: Unit*. The other guidelines are specified in an attachment to OP 32.01.

The dossier presented to tenured voting SOA unit faculty for review should follow the structure recommended in the TCVPA guidelines:

- 1.) Candidate's vita
- 2.) Five to six letters from external peer reviewers assessing the candidate's contributions in research and professional service;
- 3.) Basic Information section (following the form appended to OP 32.01);
- 4.) Annual reports and Director's assessments, with report of Midterm Review in its proper place;
- 5.) Candidate's statements on research, teaching and service;
- 6.) The Guidance Committee assessments on teaching (including peer teaching evaluations and student evaluations with quantitative rating and qualitative comments) research and service for all completed years of employment;
- 7.) School of Art procedures for tenure & promotion;

- 8.) Area criteria for creative/research productivity;
- 9.) Bio-sketches of outside “peer” and administrative reviewers (all together on one page)
- 10.) The candidate must also present to the eligible voting art faculty a separate binder containing examples of research or creative activity and documentation of student work as determined by the area (this binder is not forwarded beyond the unit).

TCVPA dossier packet checklist:

- Because of periodic changes, candidate and guidance committee should refer to the TCVPA website and carefully review both the **Faculty Appointment and Review** and the **Format checklists Compared**. The latter provides the precise order required for the dossier. Refer to *Format Checklist Table: Unit*. The other guidelines are specified in an attachment to OP 32.01.

The dossier in its final form will then have added to it for submission to the J.T. & Margaret Talkington College of Visual and Performing Arts Dean:

- Director’s ratings of research on the tenure-track faculty member’s vita;
- Director’s letter (including ballot results);
- Ballot comments;
- Candidate’s statement that he/she has had access to the documents governing tenure and that he/she has had the opportunity to review the contents of the final dossier.

TCVPA dossier packet checklist for Provost:

- Because of periodic changes, candidate and guidance committee should refer to the TCVPA website and carefully review both the **Faculty Appointment and Review** and the **Format checklists Compared**. The latter provides the precise order required for the dossier. Refer to *Format Checklist Table: Unit*. The other guidelines are specified in an attachment to OP 32.01.

IV. Responsibilities of the candidate

1.) Each January, the candidate provides committee members with an Annual Report, digital or hard copies (as requested) of relevant research production, and any supporting materials that present the candidate’s accomplishments.

2.) For the Midterm and Final reviews, the candidate prepares a current Vita (in the approved TCVPA format) to include: teaching, creative or academic research, service, awards, and relevant experience. This Vita should include all significant information contained in the Annual Reports for the years under consideration. It should also include relevant material from the candidate’s entire career, not just since appointment to Texas Tech University, organized into sections documenting teaching, research and service. Information about accomplishments made *prior* to TTU appointment should be clearly set apart from that related to the term of service at this university. The Vita should include all significant information contained in Annual Reports for the years under consideration.

3.) It is the responsibility of the candidate to keep on track the timetable and follow the T&P schedule as outlined in Section II. The candidate should facilitate all required evaluations and provide documentation in the areas of teaching, research, and service.

4.) By January of the 5th year, the candidate provides the Guidance Committee Chair with a list of eight to ten persons from academic or professional institutions having a stature equivalent to tenure (if in another institution or professional situation), who may be approached to serve as external reviewers. See Section II for criteria of selection. These external reviewers will comment on the quality of published research or creative activity of the candidate, on service to professional or other organizations, on the candidate's teaching in a visiting capacity in another university, or on relevant matters within their competence to judge.

5.) By the middle of March of the 5th year, the candidate is responsible for preparing the packets to be sent to external reviewers. The Guidance Committee chair will send the packets according to the requested format. Hard copies may be mailed using the SoA account.

6.) By May 1 of the 5th year, the candidate is responsible for completing preparations of the dossier to be reviewed within Texas Tech. It can be amended to include creative/research conducted and/or letters of recommendation received during the summer months, but additions must be completed before the end of August of the decision year.

7.) If the candidate thinks that these T&P procedures are not being followed by the committee, it is the candidate's responsibility to contact the committee chair and/or the Director to report lapses.

8.) At any point in the review process the candidate may request, in a written letter to the Director, that their dossiers be *withdrawn from further consideration* for tenure and promotion.

9.) If it is an early application, there will be no prejudice. See OP32.01.

V. Responsibilities of the Guidance Committee

1.) The Guidance Committee will consist of three tenured faculty members from the School of Art (when necessary, faculty from other departments may be asked to serve when their areas of research provide them familiarity with the candidate's work). The committee will be responsible for evaluating the candidate's performance in the areas of teaching, research, and service. The committee ordinarily assigns one member to each area (teaching, research and service).

2.) The committee will meet with the candidate according to the schedule outlined in this document.

3.) The Guidance Committee, along with the Director, is responsible for understanding the procedures governing the process of tenure and explaining them to the candidate. The Guidance Committee will review the candidate's vita and provide advice in the assembly of material for the external packets and the dossier.

4.) The Guidance Committee Chairperson requests from candidate a list of eight to ten individuals qualified to write an external review of the candidate. Some reviewers should be able to write a "blind" letter, in other words, they might know the candidate by

reputation, if at all. The chairperson also confers with the Director regarding the selection of several administrative –level external reviewers.

5.) The Guidance Committee Chairperson will contact these evaluators in writing, using a form approved by the Director of the School of Art as the basis for a letter. The Guidance Committee Chairperson advises the candidate as s/he assembles the packet that goes to external reviewers.

6.) Guidance Committee member(s) will conduct classroom observations of the candidate's teaching each semester.

7.) The Guidance Committee members will provide written evaluation of candidate's progress in teaching, research, and service during the entire period of consideration, and at the time of the third and fifth year evaluation.

8.) The Guidance Committee reviews the candidate's materials as the external evaluation and dossiers are being prepared. The Guidance Committee aims to help the candidate adhere to the various procedures and guidelines and also to help the candidate to present her/his accomplishments as thoroughly as possible. The review of the candidate's materials is subject to the Director's supervision.

9.) The Guidance Committee Chairperson sends the packets to the external reviewers and receives the letters. S/he makes copies for the candidate and delivers the original letters to the Director.

V. Responsibilities of the School Director

1.) Early in the first semester of the candidate's service, the Director meets with the incoming candidate to review tenure criteria and procedures and to discuss the composition of the Guidance Committee.

2.) By the end of the candidate's first semester, the Director appoints the chair and members of the Tenure and Promotion Guidance Committee in consultation with the candidate.

3.) As part of the candidate's Midterm Review, the Director will prepare a letter of assessment based on the following: a) Information provided by the candidate (the dossier); b) Faculty votes and responses; c) Guidance Committee reports; d) and his/her knowledge of the candidate's performance. Before the end of May, the Director sends to the Dean: Director's letter of assessment, a summary of the ballot and printed comments, and the Official Recommendation form taken from OP 32.01.

4.) The Director, in consultation with the candidate and with the assistance of the Guidance Committee Chair, assists in identifying program administrators of peer institutions to add to the list of external evaluators.

5.) The Director is responsible for understanding the T&P process and for assisting the Guidance Committee Chair as necessary.

6.) The Director does not vote as a faculty member. The vote count will be witnessed by two guidance committee members, recorded, and included in the dossier.

7.) After the votes are counted, Director and Committee Chair will meet with candidate and notify him or her of the results.

8.) As part of the final review, the Director provides a letter that includes an independent recommendation relative to candidate's tenure and/or promotion. The Director should notify the Dean of the College of Visual and Performing Arts of any contractual agreements with the candidate prior to his/her hiring which would affect the interpretation of the candidate's teaching, research, or service.

9.) A copy of the Director's letter must be given to the candidate at the time the dossier is forwarded to the Dean's office.

10.) The Director must notify the Dean of any deviations from procedures governing tenure and promotion.