

Texas Tech University
WHITACRE COLLEGE OF ENGINEERING
Operating Policy and Procedures
[Approved by Executive Committee 01/24/2024]

**WCOE OP 10.01A : Continuing Appointment and Promotion of Faculty in Lecturer,
Professor of Practice, and Research Professor Titles**

DATE: January 20, 2024

PURPOSE: The purpose of this Whitacre College of Engineering Operating Policy/Procedure (OP) is to ensure understanding of standards and procedures concerning continuing appointment and promotion of non-tenure track faculty employed in the ranks of lecturer, research professor, and professor of practice.

REVIEW: This OP will be reviewed as needed to comply with the TTU OP 32.34 Continuing Appointment and Promotion of Faculty in Lecturer, Professor of Practice, and Research Professor Titles

POLICY/PROCEDURE

1. Faculty with non-tenure-acquiring position titles at Texas Tech University are defined in TTU [OP 32.17, Faculty Appointments and Titles](#). Reappointment of non-tenure track faculty will be determined on an annual basis up through the sixth year or longer. (see below).
2. Persons serving in the lecturer, professor of practice, and research professor position titles have academic freedom and, after six years may choose to apply for a continuing appointment similar to tenure (see section 3 below), and can only be dismissed for adequate cause (e.g., documented inadequate performance of job duties following remediation efforts, repeated violation of university policies and procedures, documented violations of university Title IX policies, conviction of a felony, a change in program budgeting or strategic priorities, a university financial exigency, and major restructuring or elimination of their academic unit). Individuals dismissed for adequate cause shall be entitled to due process in accordance with [OP 32.02, Faculty Non-reappointment, Dismissal, and Tenure Revocation](#), 3.b.

Non-reappointment may be without cause within the first six years for these three position titles. Non-tenure-acquiring appointments are annually renewable based on annual performance reviews and evaluations, enrollment demands, and budgetary considerations. Formal notification of reappointment or non-reappointment will be provided to faculty members in non-tenure-acquiring position titles no later than June 15th annually.

3. Faculty members appointed to lecturer, professor of practice, and research professor positions may seek continuing appointment by a process and timeline similar to WCOE OP 10.01 Tenure and Promotion Standards and Procedures, and TTU OP 32.01 Promotion and Tenure Standards and Procedures.

The faculty member will notify the chair and the Dean, of intent to seek continuing appointment by January 30th of their fifth (or later) year of appointment.

Criteria for evaluation of continuing appointment of faculty within these ranks are to be determined primarily by the faculty member's college, based on the expectations stated at the time of appointment and as continued or modified with annual reviews or reappointment. The report of a comprehensive third-year review and the subsequent annual reviews will be very important indicators in the consideration of continuing appointment.

The tenured and continuing-appointment faculty members of the department and the College Tenure and Promotion Committee should review and vote during the fall of the sixth year, following the same cycle as the consideration for tenure and promotion in the department and college.

Review criteria will be focused primarily on the area(s) of faculty responsibility (e.g., teaching and/or research/scholarship, or service as applicable), and a dossier with the same format as that in applications for tenure and promotion of tenure-track faculty should be prepared. (see WCOE OP 10.01 Tenure and Promotion Standards and Procedures, and [OP 32.01, Promotion and Tenure Standards and Procedures](#)). A subset of goals and criteria for promotion as outlined in WCOE OP10.01 is applicable. Distribution of efforts of the faculty stated in annual reviews as percentages of teaching, research and service will be guidelines for establishing the subset of goals for continuing appointment. Excellence in the area of major responsibility is needed.

The applicant should submit the dossier by June 1st of their fifth or later year of appointment. External reviews (3 suggested) will be solicited by the chair in consultation with the Dean. The review process is similar to WCOE OP 10.01 with voting of the tenured and continuing-appointment faculty at the Department and voting at the WCOE Tenure and Promotion Committee meeting. The applicant may elect to withdraw their application at any time without prejudice.

Final continuing appointment status is subject to approval by the Dean and the PSVP. If the faculty member does not opt to pursue continuing appointment, they may be reappointed on an annual basis at the discretion of the department, college and the dean.

4. If the vote of the tenured and continuing-appointment faculty is positive, and if the responsible Dean and the PSVP approve, the individual in a continuing-appointment status will be appointed for the subsequent years without the necessity of annual approval and notification.
5. Faculty in the following categories are eligible for promotion to the next higher rank within that category after six years in their current rank:

Lecturer/Senior Lecturer

Assistant Professor of Practice/Associate Professor of Practice/Professor of Practice

Assistant Research Professor/Associate Research Professor/Research Professor

- a. Criteria for promotion of faculty within these ranks are to be determined primarily by the faculty member's college based on the expectations stated at the time of appointment and as continued or modified with annual reviews or reappointment. The report of a comprehensive

third-year review and the subsequent annual reviews will be very important indicators in the consideration of promotion.

- b. Review criteria will be focused primarily on the area(s) of faculty responsibility (e.g., teaching and/or research), and a dossier similar to that in applications for promotion of tenured and tenure-track faculty WCOE OP 10.01 Tenure and Promotion Standards and Procedures (TTU [OP 32.01, Promotion and Tenure Standards and Procedures](#)) should be prepared. A subset of goals and criteria for promotion as outlined in WCOE OP10.01 is applicable. Distribution of efforts of the faculty stated in annual reviews as percentages of teaching, research and service will be guidelines for establishing the subset of goals for continuing appointment.
 - c. Whereas the awarding of continuing appointment culminates with the PSVP, faculty promotion is granted by action of the Texas Tech University System Board of Regents. Accordingly, applications for promotion of faculty with professor of practice or research professor appointments will follow the same cycle, timing, and general procedures as that for promotion of tenured and tenure-track faculty.
6. The department employing persons under these faculty titles need to conduct annual faculty evaluations for faculty members in these appointments following the guidelines of WCOE OP 10.02 and TTU OP 32.32, Performance Evaluations of Faculty. Likewise, a comprehensive third-year review is to be conducted by the spring of the third consecutive year of appointment following procedures modeled after WCOE OP 10.03 Third Year Review and TTU OP 32.38 Third-Year Review of Tenure-Track Faculty. In case of non-renewal of contract, there will be no terminal year of appointment.
 7. Faculty members in these positions who hold continuing appointments are subject to a comprehensive performance evaluation. The evaluation shall be conducted no more often than once every two years, but no less often than once every six years after the date the faculty member was granted continuing appointment or received a promotion. Procedures described in WCOE OP 10.31 Comprehensive Performance Evaluation Procedure and TTU OP 32.31, Comprehensive Performance Evaluations of Tenured Faculty Members and Faculty Members Who Receive an Academic Promotion, will serve as guidelines for conduct of these reviews.
 8. Format ; A single pdf file for the dossier should have the following format and bookmarks:
 1. Bookmark 1: Title page
Table of Contents
 2. Bookmark 2: Recommendations ballot
 3. Bookmark 3: Statement of access to dossier
 4. Bookmark 4: Dean's letter
 5. Bookmark 5: Chairperson's letter
 - a. Bookmark 5.a: Department, and College Tenure and Promotion review committee letters.
 6. Bookmark 6: Vita with chair's ratings of publications and creative activity (for candidates for promotion, only those items since the candidate's most recent promotion at TTU need to be rated). Teaching and service activities are not rated. DOI Links for publications/proceedings should be included in Vita. When DOI links are not available links to internal web sites with pdf versions of publications should be provided.

7. Bookmark 7
 - a. Bookmark 7.a: Example letter of Chair's solicitation of external reviewers.
 - b. Bookmark 7.b: Bio-sketches of letter writers
 - c. Bookmark 7.c: Letters from external reviewers
8. Bookmark 8: Basic information
 - a. Bookmark 8.a: Faculty member's original letter of hire with salary information redacted
9. Bookmark 9: Applicant's statement of teaching effectiveness
 - a. Bookmark 9.a: Summaries of student evaluations (qualitative and quantitative) of teaching.
 - b. Bookmark 9.b: Summaries of peer evaluations of teaching.

From OP 32.01: Faculty colleagues should be asked to evaluate the objectives, methods, and materials of courses designed and/or taught by the individual as part of summative peer evaluation.

NOTE: Per OP 32.01: Evidence in the dossier should be limited to a one-page summary of peer evaluations and student evaluations for each year of service since appointment or previous promotion.

10. Bookmark 10: Applicant's statement of research and creative activities. Examples, such as abstracts, writing samples, videos of creative activity, are not included in the version of the dossier sent to the PSVP.
11. Bookmark 11: Applicant's statement of service activities.
12. Bookmark 12: Faculty annual reports with chairperson's assessments (includes ranked research and creative activities), in reverse chronological order (i.e., 2023, 2022, 2022...). The third-year review should be included, inserted where appropriate according to the year(s) conducted.
13. Bookmark 13: Ballot comments (anonymous) if any.