

Texas Tech University
WHITACRE COLLEGE OF ENGINEERING
Operating Policy and Procedures
[Approved by Executive Committee: 02-04-2026]

WCOE OP 10.01: Tenure and Promotion Standards and Procedures

DATE: 09/17/2025

PURPOSE: The purpose of this Whitacre College of Engineering Operating Policy (WCOE OP 10.01) is to ensure accountability of all principals and transparency of both criteria and procedures concerning tenure and promotion in compliance with TTU OP32.01.

REVIEW: This Operating Policy will be reviewed every two years by the Whitacre College Tenure and Promotion Committee with any recommendations for revision presented to the dean at that time. Revisions will require approval by the Whitacre College of Engineering Executive Committee.

University Operating Policies related to tenure and promotion

- OP32.01 Promotion and tenure standards and procedures
- TTU Regents Rules Section 4.02 Tenure -- TTU

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1. POLICY/PROCEDURE

This Operating Policy and its procedures abide by the provisions set out in the Texas Tech University Tenure and Promotion Operating Policy OP 32.01 and the Texas Tech University Regents' Rules.

In compliance with the mission of the university and the college, tenure and promotion of quality faculty are essential values and processes in enhancing academic quality and reputation. Tenure and promotion also incentivize the strategies to promote excellence in teaching, expand and enhance research and creative scholarship, and to further notable service, outreach and engagement.

Academic promotion and tenure are awarded to faculty who make continuing contributions in the areas of teaching, research and creative activity, and professional service, any of which may include outreach or engagement. While promotion and tenure determinations are separate and distinct, similar standards and procedures apply to both. The preservation of quality requires that all persons recommended clearly satisfy the general criteria presented herein

1.1. Timing

The information below is to provide a general guideline of important dates and activities for the faculty applying for promotion and tenure. For detailed information about the decision-making process and critical dates, please see Section 4. Section 5 contains detailed information regarding the applicant's responsibilities including critical dates for completion and annual responsibilities. Sections 6 and 7 contain the responsibilities and critical dates for the Department Chairperson and the Dean, respectively.

- 1.1.1. A faculty member may apply for tenure in any year in which criteria and/or timing requirements are met, although a positive third-year review is strongly encouraged. The maximum probationary period for admission to tenure is six years and is the same for all tenure-eligible ranks. The probationary period begins in September of the calendar year of a faculty member's initial appointment to a tenure-eligible rank at Texas Tech University. All time accrued in full-time service at Texas Tech University in a tenure-eligible rank will be counted in the probationary period. The probationary period may be modified according to the university's OP 32.01. Tenure may be awarded prior to the completion of the full probationary period. A faculty member may request early consideration for tenure without prejudice for later consideration if the request is denied.
- 1.1.2. A faculty member may apply for promotion at any time, subject to the condition that should an applicant for promotion to Professor be unsuccessful, s/he is encouraged to wait until credentials have changed substantially (typically a minimum of two years).
- 1.1.3. The faculty member has primary responsibility for preparation and submission of a dossier. Material submitted to the PSVP shall be limited to the designated format and should consist of no more than 20 pages, exclusive of all letters, annual reports, curriculum vitae, and department and college guidelines, which must be included in the package or submitted electronically. The required format to be followed for tenure and promotion dossiers is included in TTU OP 32.01 Attachment B
<https://www.depts.ttu.edu/opmanual/OP32.01B.pdf>

This Operating Policy in Section 9. Section 11 also includes a sample of the format and attachments.

- 1.1.4. The applicant may elect to withdraw their application at any time without prejudice.
- 1.1.5. Applicant will provide the department chair with written notification of intent to seek promotion and/or tenure by January 30.
- 1.1.6. The department chair and applicant should discuss the contents of the dossier by April 1. The department chair and applicant should also discuss the contents to be submitted to the references as detailed in Section 8.
- 1.1.7. Department chair provides the Dean with a list of external references to be solicited by June 1.
- 1.1.8. Applicants submit dossiers to their department chair by June 1 to ensure timely receipt of reference letters.
- 1.1.9. The department chair should finalize dossiers with reference letters, and the peer observation results by September 1. Minor changes may be made prior to submitting for college review.
- 1.1.10. Departmental Tenure and Promotion Committee meets, and each member submits his/her vote by an anonymous voting link. and the Committee Chairperson records the summary of the results on the Recommendations Form for each applicant to the Chair during September (Recommendations Form Attachment WCOE-C).
- 1.1.11. Department chair submits the dossier along with his/her recommendation (OP 32.01 Attachment B/Attachment WCOE-C) and the Departmental Tenure and Promotion Committee's report to the Dean by the third Friday in September. The Recommendation form must be forwarded as an original hard copy.
- 1.1.12. Department chair notifies applicants of the departmental committee decision and provides a copy of his/her recommendation to the applicant within 7 working days.
- 1.1.13. WCOE T&P Committee meets and submits its vote by an anonymous voting link (OP 32.01 Appendix B/Attachment WCOE-C) and report on each applicant to the Dean by the second Friday in October. Dean notifies the applicant of the WCOE T&P committee decision within 7 working days.
- 1.1.14. The Dean submits the dossiers with his/her recommendations and the WCOE T&P Committee's decision (OP 32.01 Attachment B/Attachment WCOE-C) to the Provost on or before the date specified by the Provost's Office (normally around November 1st.) The Dean notifies the applicant of his/her recommendation within 7 working days.
NOTE: The Recommendations Form (Attachment WCOE-C) is to be forwarded as an original hard copy from the Department Committee to the College Committee and then to the Dean and finally to the Provost's office. An electronic copy of the Recommendations form is inserted in the dossier and updated at each stage of the review process.

If extenuating circumstances (individual or institutional) prevent adherence with this schedule, WCOE T&P Committee chair, in consultation with the dean and the applicant, may approve exceptions in writing.

2. General Criteria

The Whitacre College of Engineering is committed to enhancing the reputation of Texas Tech University by achieving excellence in teaching, research and service activities and requires dedicated faculty to attain these goals. Such goals to emulate for tenure and promotion are presented in Attachment WCOE-A of this document. Such faculty will be technically competent and current in their fields of expertise. They shall conduct their activities in accordance with accepted ethical standards. Tenure and promotion are awarded to faculty making sustained contributions in these areas. Whereas, it is the expectation that Assistant Professors will achieve tenure and promotion to Associate Professor, promotion to Professor is only awarded upon demonstration of national and international recognition.

For the purpose of tenure and promotion, all activities and achievements in the areas of teaching, research and service are to be evaluated by explicit comparison with benchmarks for the applicant's field and discipline.

2.1. Weighing on the Scholarship of Research versus Scholarship of Teaching

The breadth of the Whitacre College of Engineering's mission requires that all faculty members demonstrate effective contributions in the areas of teaching, research and service including outreach and engagement. Faculty are expected to work with their department chairs to align their annual workload in teaching, research and service with departmental expectations and their individual career goals when developing their Annual Expectations Document. (WCOE OP 10.02 Annual Faculty Review, Evaluation and Expectations)

Tenure and promotion to Associate Professor require effective teaching and a strong research record. When a faculty member seeks promotion to Professor, excellence in the scholarship of research or the scholarship of teaching and learning can be recognized. An applicant may also seek promotion to Professor based on outstanding scholarship in both research and teaching and learning.

The applicant for promotion to Professor and his/her department chair will jointly decide if the promotion decision should be more heavily weighted upon the scholarship of research or the scholarship of teaching or an equal weight on both. The decision should be based upon the distribution of effort since the last promotion, the demonstrated outcomes achieved in both research and teaching, and the quality of the outcomes. It is strongly advised that the quality of the outcomes be the determining factor.

Collaborative activities are increasingly important nationally, in both teaching and research. The application should be set out clearly indicating the applicant's proportion of involvement in, and specific and distinctive contribution to, each element of academic activity. This may include development of research grants, projects, joint publications, involvement in, or responsibility for team teaching, participation in interdisciplinary efforts and research centers, etc.

The applicant for tenure and/or promotion is expected to participate in internal as well as external service all the while demonstrating effective contributions in research and teaching. External service is critical for establishing a research career and internal service is equally important in ensuring the health of the institution.

2.2. Teaching

Teaching and learning are complex endeavors and take place in a wide variety of settings from formal classroom lectures to guidance of student research. Teaching includes activities that contribute to

student learning. Evaluation of teaching shall include effectiveness of course content and delivery, student learning outcomes, and demonstration of up-to-date knowledge of the candidate's discipline. Faculty members also influence teaching by designing courses and curricula. Textbooks, articles and other contributions to creative pedagogy, and innovative instructional materials, including documentation related to service-learning outcomes, may be considered contributions to teaching.

Summary of specific evidence of effective teaching shall be included in the dossiers of faculty members being recommended for promotion and tenure. Each department is to apply its documented procedures for peer evaluations of teaching to each tenure-track faculty member at least annually. Candidates for promotion should also be provided peer evaluations of teaching in, at latest, the semester prior to application for promotion. The department chairperson, in consultation with the candidate, shall provide the summary of teaching effectiveness, including involvement in graduate education, as applicable. 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. Charts, graphs, portfolios, and other data may be included in appendices and subsequently removed by the dean before submission to the PSVP. Current or former student testimonials (up to 5) may be placed in the Appendix

2.3. Research

Faculty are expected to contribute directly to the enhancement and expansion of Whitacre College of Engineering and Texas Tech University's research and creative scholarship. Faculty members contribute to the university's research activities in a variety of ways. Dissemination of research, involving the presentation to a broader community of technical experts for peer review, is an essential component of research. Significant and original contributions to knowledge can be demonstrated by completed and published research projects; continuing supervision and graduation of students; commercialization of research; patents; evidence of an ability to attract research support; achievements in applied research; development of innovative technologies, etc. Appropriate research activities include, but are not limited to, one or more of the following: conduct of experiments; formulation and investigation of new concepts or theories; synthesis, criticism, or clarification of prior research outcomes; innovative data collection and analysis; transfer of technology to practical and/or commercial application; and mathematical or computational investigations of engineering or relevant interdisciplinary problems. It is not expected that a single faculty member will be equally active in all these areas.

The quality and impact of the research is indicated by the venues for dissemination, citations, h-index, external grants and external reference letters. Since the venues for high quality publications can vary by discipline, quantitative criteria such as impact factors or rejection rates should be used to make this weighting. These may be supplemented by subjective criteria, such as the perceived prestige of a journal or conference, so long as the opinion of the broader professional community is represented.

In addition, external funding is an essential metric. External funding is needed to support graduate students, research staff, and in many cases, to obtain the equipment and infrastructure necessary to

conduct quality research. Thus, success in obtaining external grants will be given significant weight.

The dossier of an individual should provide substantiating evidence of quality submitted by appropriate observers outside the university. Objective reference letters from experts at universities of comparable or higher research ranking than Texas Tech, provide essential assessment of the quality and significance of the research endeavor. These letters should be evaluated in the context of the reputation and credentials of the reference and the research rank of the reference's institution.

The metrics associated with quality (such as number of publications or amount of external funding) will vary by department as a function of benchmarks for the discipline, teaching workloads, graduate program status and the maturity of the research enterprise.

In all cases, applicants are expected to mentor graduate students in conducting research, writing publications, proposals, and as appropriate, teaching. Faculty should support two to three graduate students a year with external support.

2.3.1.

2.4. Service

Faculty members are expected to make professional contributions through service to the department, college, university, discipline at large, and, as appropriate, to the broader community. These contributions to outreach and engagement may include discipline-related activities in service to the immediate community, to the state and region, and to society at large, as well as service in one's department and across the university as advisers, committee members, task force members, workshop and symposium participants, international development grant participants, and similar types of activities. These activities can be internal or external.

Participation in the activities of professional societies and organizations, especially through service in leadership roles, is a strong indication of professional commitment. Contributions through presentations and consultative services are regarded as further evidence of professional reputation. Such service and activities may include paid (compensated) as well as unpaid work on behalf of the profession

3. Standards for tenure and promotion to higher academic rank

Tenure and promotion determinations are separate and distinct. Tenure requires a demonstration of future promises while promotion is based upon on-going achievement. However, similar procedures apply to both. The tenure and promotion goals to emulate are presented in Attachment WCOE-A.

3.1 Tenure

Applicants for tenure should demonstrate productivity and quality of teaching, research and service appropriate to their rank (see below) as well as strong promises for future productivity and quality of their endeavors. The applicant's cumulative record is considered with particular emphasis placed upon performance during their time at Texas Tech University.

3.1. Promotion from Assistant Professor to Associate Professor

Promotion from the rank of assistant professor to associate professor, and a tenure decision at this

level, requires:

- (1) A demonstrated record of effectiveness as a teacher at Texas Tech University;
- (2) A record of peer-reviewed publication and/or peer-reviewed creative activity that has contributed to the discipline or field of study, to the candidate's intellectual and artistic development, and to the quality of the department;
- (3) Generation of external funding, or earnest effort to do so, according to college tenure guidelines and commensurate with terms of the faculty member's letter of appointment;
- (4) A record of engagement of undergraduates or graduate students in research, scholarship, and creative activity in disciplines where such efforts are specified by departmental tenure guidelines;
- (5) A record of professional service that meets departmental tenure guidelines; and
- (6) Promise of growth in teaching and research or artistic and creative activity.

3.2. Promotion from Associate Professor to Professor

Applicants for promotion to Professor are expected to have achieved a superior reputation with national or international recognition. This rank can be earned only by the faculty member who has demonstrated continued growth in, and has a cumulative record of, teaching effectiveness, substantial peer-reviewed publication and/or peer-reviewed creative activity, external funding of scholarship (for those disciplines where such funding is available and expected), engagement of undergraduates or graduate students in research, scholarship, and creative activity, support for those students (for those disciplines where such support is expected), and professional service, which may include outreach and engagement.. A crucial criteria is continuous or near continuous funding of a research group of graduate students and postdoctoral researchers relevant to candidate's field.

4. Decision-Making Procedures

In cases where the deadline is not a working day, deadlines shall be the first working day after the date given. Under exceptional circumstances deadlines missed will be reviewed by the College Tenure and Promotion Committee with due consideration to those circumstances.

4.1. Review by Department

- 4.1.1. Each department shall have a Tenure and Promotion Committee made up of all full-time tenured faculty (to evaluate solely tenure) and all tenure eligible faculty (tenured or not) at the rank or above that being sought by the applicant (to evaluate solely promotion). At least one of the two non-voting external faculty designated from the Whitacre College Tenure and Promotion (WCOE T&P) Committee will attend the departmental discussion concerning the applicant. The department chair shall convene and lead the meeting. The chair shall not vote. In case the department chair applies for promotion the Dean's designee will assume the chair duties for promotion. The department chair may participate in the discussion of the applicant to provide additional information; however, they should refrain from actively campaigning for or against the applicant. External faculty members of the WCOE T&P Committee shall have no vote at the departmental

committee meeting and shall only vote in the WCOE T&P Committee. Departmental Tenure and Promotion Committee members that are also members of the WCOE T&P Committee vote at the college level and do not vote at the department level. If the departmental committee has less than three voting members at the tenured and/or professor level WCOE T&P committee members will vote at the department level only. The chair will inform the Dean or designee if this is the case.

Tenured faculty shall vote on tenure while, for promotion, participation in deliberations and voting is only entitled to faculty at or above the rank being sought by the applicant.

- 4.1.2. The departmental committee will vote on tenure and promotion separately by anonymous voting links using software like SurveyMonkey or Qualtrics. Votes will be cast as either approve or oppose with no abstentions. Only in rare cases a member of department or college committee may be recused.
- 4.1.3. Applicants shall be evaluated on the criteria set out in this policy.
- 4.1.4. In the event that the departmental committee has less than three voting members at the tenured and/or Professor level, the dean, upon consultation with the department chair, shall appoint sufficient additional members from within the college.
- 4.1.5. In cases where the department chair is an applicant for tenure and/or promotion, or is ineligible to participate, the dean shall appoint a tenured Professor to perform the chair's duties in the departmental tenure and promotion review process.
- 4.1.6. All applicants' dossiers must be distributed to the committee within the first week of September. Meetings will be scheduled to ensure maximum possible attendance and the ability to submit reports to the department chair by the third week of September.
- 4.1.7. Ballots are anonymous but may contain optional comments. Faculty should be present (in person or virtually) to cast a ballot. In rare cases absentee ballots may be accepted but must be approved by the chair and received before the departmental committee meeting.
- 4.1.8. The department chair and one other faculty member shall count the ballots and record the votes in the presence of the committee on the Recommendations Form (Attachment WCOE-C). The department chair shall announce the vote count to the committee.
- 4.1.9. Faculty are responsible for casting a vote in "Approve" or "Disapprove" Only in extraordinary circumstances shall a faculty member be recused of voting.
- 4.1.10. The external members shall summarize the departmental committee deliberations in a report to the department chair for inclusion in the report to the WCOE T&P Committee. The chair of the departmental committee will record the votes on the Recommendation Ballot Form and forward the **original hard copy** to the department chair. The department chair shall make his/her independent recommendation in writing and insert it in the dossier (Section 2: Chairperson's Letter). The department chair will record his/her recommendations and sign the [Recommendation Ballot Form](#). The department chair will forward **in hard copy format** a list of committee members present, the vote, the actual anonymous ballot, a page on which the ballot comments have been typed, and the Recommendations Form. The department chair will forward electronically the departmental T&P committee report and all dossiers to the Dean's Office before the third Friday in September.
- 4.1.11. The department chair shall provide the applicant with the vote count, and feedback on the departmental review within 7 working days of the departmental meeting.

4.2. Review by College

- 4.2.1. The WCOE T&P Committee shall consist of one Professor and one Associate Professor

member from each department's tenured faculty to serve a two-year term. The department chair will select the member in consultation with the dean or designee. The department chair is excluded from this committee. Past chairs, deans, or persons of higher administrative positions shall be excluded from the WCOE T&P committee for a period

of one year from their departure from that position. Should a department's constituency be insufficient, WCOE T&P Committee members will be appointed by the dean in consultation with that department's chair. To ensure continuity, about half the WCOE T&P Committee membership will serve an initial three-year period. Members may be re-elected or re-appointed.

- 4.2.2. A committee member who resigns, becomes ineligible to serve, or is applying for promotion will be replaced by election or appointment for the remainder of their term.
- 4.2.3. Preparation for membership of the WCOE T&P Committee will take the form of a recommended orientation session held prior to the committee meeting and organized by the WCOE. The orientation session will be offered to new and existing committee members and focus on:
 - discussion of college expectations and their formulation presented by dean or designate;
 - discussion on differences between disciplines in assessing the range of academic activities – quantitative and qualitative, including; citation indexes, impact factor information, benchmarking data, use of multiple authorship and differences in, publishing protocols;
 - familiarizing members with these guidelines and processes.
- 4.2.4. The Dean of Engineering or designee shall convene and lead the meeting. The quorum for the full WCOE T&P Committee will be 8 voting members. The quorum for the subcommittee of professors only, shall be any 4 members not including those from the departments of applicants seeking promotion.
- 4.2.5. With the exception of the dean or designee, all committee members shall vote on tenure, while, for promotion, participation in deliberations and voting is only entitled to faculty at or above the rank being sought by the applicant. Each WCOE T&P Committee member only votes at the departmental level for an applicant from her/his department (see 4.1.2). Applicants shall be evaluated on the criteria set out in this policy (Attachment WCOE-A).
- 4.2.6. The WCOE T&P committee will vote on tenure and promotion separately by an anonymous voting link like SurveyMonkey.
- 4.2.7. All applicants' dossiers must be distributed to the committee at least two weeks prior to the scheduled meeting. Meetings will be scheduled to ensure the maximum possible attendance and provide sufficient time for committee reports to be completed and submitted to the Dean by the second Friday in October.
- 4.2.8. The committee reserves the right to seek clarification from department chairs before making a recommendation.
- 4.2.9. Ballots are cast through anonymous links using software like SurveyMonkey.
- 4.2.10. The Dean of Engineering or designee and/or a committee member download the ballot count and record the votes on the Recommendations Form. The dean or designee shall announce the vote to the committee.
- 4.2.11. Faculty are responsible for casting a vote in "Approve" or "Disapprove". Only in special circumstances shall a faculty member be recused from voting.
- 4.2.12. For each applicant dean's designee or the external members on his/her departmental committee will write a summary of the WCOE T&P committee's deliberations for the dean.
- 4.2.13. The Office of the Dean shall keep confidential records of committee members present and the vote, the actual ballots, the comments, and the appropriate summary.

- 4.2.14. The dean shall submit the dossier in a format consistent with OP 32.01 and this OP, including his/her letter of recommendation for tenure and/or promotion (Dossier Section 1: Dean's Letter), to the SharePoint drive as approved by the PSVP on or before the date specified by the Provost's Office . The same documents as submitted to the SharePoint drive will also be sent to the Provost's office on a flash drive with folders designated as Tenure & Promotion; Tenure; Promotion; and Promotion to Full Professor).
- 4.2.15. The dean or the department chair shall inform the applicant of the vote and the WCOE T&P Committee report within 7 business days of the college meeting.

4.3. Hiring Faculty with Tenure

- 4.3.1. In the case of a prospective faculty member, including deans or department chairs, being offered a tenured position with the initial appointment, the departmental and college committees shall meet to evaluate tenure on the documentation that is available at the time of the final interview. Documentation should be largely consistent with documentation required in Section 9. The procedure for assessing tenure is the same as in Sections 4.1 and 4.2, except for the following:
- accomplishments will not necessarily have occurred at Texas Tech University;
 - External letters of reference are required, but reference letters used in screening the applicant for the position may be used as proxies if there is insufficient time to obtain actual tenure-oriented letters;
 - External members need not be involved in the departmental review process.
- 4.3.2. The department chair or search committee chair shall meet with the WCOE T&P Committee to present the case for tenure the applicant.
- 4.3.3. The WCOE T&P Committee decision on granting of tenure can be obtained before a formal offer to the applicant can be made.
- 4.3.4. The results of the committee's decision on tenure will be forwarded to the dean.
- 4.3.5. The dean will forward the committee's and the dean's recommendation for tenure to the PSVP.

5. Applicant's Responsibilities

5.1. Annually

- 5.1.1. Ensure peer observation (Attachments APP-E and APP-F) of teaching for all tenure-track faculty members is performed each year, preferably in the fall semester so that the observation results are included in the faculty member's annual review. For faculty applying for promotion to professor, peer observation must be conducted the year before submitting the dossier.
- 5.1.2. Participate in annual reviews with department chair with feedback and recommendation measures. These reviews should be opportunities for the applicant and chair to discuss how the outcome performance measures described in this document may be achieved.
- 5.1.3. Maintain adequate records of teaching, research, and service accomplishments as described in Section 2 of this document.

5.2. April-June

- 5.2.1. Provide the department chair with written notification of intent to seek promotion and/or tenure by -January 30.
- 5.2.2. Review the Faculty Handbook, TTU OP 32.01, and this document (WCOE OP 10.01).
- 5.2.3. Provide the department chair with 2 external references as described in Section 8 of this document.
- 5.2.4. Submit final material for dossier in the format described by Section 9 of this document by June 1.
- 5.2.5. Sign the dossier cover sheet (Attachment APP-C) that indicates he or she has reviewed and approved the material being submitted. Complete and include in the dossier the Evaluation Criteria Form (Attachment APP -B) to select and the evaluation criteria to be followed for the T&P review process.

6. Chairperson's Responsibilities

- 6.1.1. Ensure peer observation of teaching for all tenure-track faculty members is performed every year so that the observation results are included in the faculty member's review. For faculty applying for promotion to professor, peer observation must be conducted the year before submitting the dossier.
- 6.1.2. Undertake annual reviews with feedback and recommendation measures. These reviews should be opportunities for the applicant and chair to discuss how the outcome performance measures described in this document may be achieved.
- 6.1.3. Establish a mentoring scheme to assist new faculty in attaining tenure and promotion
- 6.1.4. Develop an Annual Statement of Expectation document that defines the distribution of effort for the upcoming year, aligning departmental expectations with the faculty member's career goals as much as possible. (See WCOE OP 10.02 Annual Faculty Review, Evaluation and Expectations).
- 6.1.5. Consult with the dean or designee to elect one Professor and one Associate Professor to the WCOE T&P Committee for a two year period. If there is insufficient constituency in the department, seek advice from the dean.
- 6.1.6. Establish a departmental committee to review tenure-eligible faculty in their 6th long semester (WCOE OP 10.03 Third-year Review),
- 6.1.7. Ensure that every applicant for tenure/promotion has access to the Faculty Handbook, TTU OP 32.01, and this document (WCOE OP 10.01).
- 6.1.8. Seek confirmation from prospective applicants for tenure and promotion by June 1.
- 6.1.9. Be available to answer any questions regarding these policies/guidelines.

6.2. June-August

- 6.2.1. Ensure the Departmental Tenure and Promotion Committee is formed and request the dean to appoint two external members from the WCOE T&P Committee. Alternately, the Department Tenure and Promotion Committee may consist of all tenured faculty members.
- 6.2.2. Inform the Dean of the department's members on the WCOE T&P Committee.
- 6.2.3. Ensure applicants submit completed supporting material by June 1 and that the applicant has signed the dossier cover sheet (Attachment APP-C) to confirm that the applicant has reviewed and approved the material being submitted.
- 6.2.4. Provide the Dean with a list of references to be solicited by June 1. The list of references (except those nominated by the candidate) is confidential and should not be shared with

the applicant.

- 6.2.5. Check availability and willingness of references, send out vita and applicant's case for promotion and/or tenure statement, and seek written reports on the applicant. A minimum of 6 reference letters are required for a completed dossier. Attachment WCOE-D is a sample of the Reference Letter request to be included in the dossier.
- 6.2.6. Include all letters received on behalf of the applicant in the dossier. Letters are kept confidential throughout the college process.

6.3. September

- 6.3.1. Finalize the dossiers with reference letters and the peer observation results by September 1st.
- 6.3.2. Distribute dossiers and a copy of WCOE Tenure and Promotions Goals to Emulate (Attachment WCOE-A) electronically to the Departmental Tenure and Promotion Committee.
- 6.3.3. Convene departmental committee, conduct an anonymous vote on the applicant and write the committee's summary report on each applicant. Faculty members holding ranks equal to or higher than that to which the person desiring promotion shall constitute the eligible voters. Record the committee's votes on the Recommendation Ballot Form <https://www.depts.ttu.edu/opmanual/OP32.01B2.pdf>
- 6.3.4. Write a letter of recommendation regarding the proposed action for each applicant. Provide the chair's recommendation to the applicant at the time the dossier is sent to the dean (Dossier Section 2: Chairperson's Letter).
- 6.3.5. Sign the Recommendation Form, OP 32.01B2.pdf and assure the dossier meets the format requirements in OP 32.01 Attachment B Promotion and Tenure Format. Forward an electronic copy of each dossier to the College on the third Friday in September.
- 6.3.6. Forward **original hard copies** of the Recommendations Form to the dean's office.

7. Dean's Responsibilities

- 7.1.1. Ensure review of this document by August 1st.
- 7.1.2. Be available to answer any questions regarding this operating policy.
- 7.1.3. In consultation with the chair, ensure departments appoint one Professor and one Associate Professor to the WCOE T&P Committee for a two-year period. For departments with insufficient constituency appoint members from other departments in consultation with the chair.
- 7.1.4. Dean or Dean's designee review electronic (pdf) versions of each dossier for completeness and format compliance and check that all hard copy original documents have been received.
- 7.1.5. Distribute dossiers electronically to the WCOE T&P Committee two weeks prior to the committee meeting.
- 7.1.6. Dean or designee convenes WCOE T&P committee and obtains the committee reports by the second Friday in October.
- 7.1.7. Has the authority to adjourn a meeting before the vote if a biased discussion is occurring. Write a letter of recommendation regarding the proposed action for each applicant in the

college. Provide this recommendation, the WCOE T&P Committee report, and cover letter (Attachment WCOE-E: Receipt of Packet Letter) to the applicant within 7 business days of its transmittal to the provost.

- 7.1.8. Sign the Recommendation sheet, OP 32.01 Attachment B/Attachment WCOE-C and assure the dossier is consistent with OP 32.01 and Section 9 of this OP.
- 7.1.9. Forward the original dossier to the provost on or before the deadline defined by the Provost's Office (typically around November 1st).

8. Selection of References

Dossiers should include a minimum of 6 letters from references. Applicants for promotion and tenure will nominate 2 references providing current contact details; including name, address, and email. It is appropriate to discuss the selection with the department chair. The chair will request additional references in order to secure at least 6 reference letters. The dean may select up to 3 additional references. At least three of the references must be at institutions among the university's national benchmark peers. References should also be sought from peer institutions designated for the particular department. Chairs shall contact references beforehand to ascertain their willingness to provide a report that is discoverable. References shall be persons who have familiarity with the applicant's field and must be from an academic rank at or above that to which the applicant is applying. Applicants applying for Professor shall provide references with a national and international reputation (where appropriate based on benchmarks for the discipline). Also, applicants applying for Professor may provide some references from outside the United States.

References will be arm's length in terms of prior involvement with the applicant

- Not a co-author in the last five years
- Not a co-PI in the last five years
- Not a former advisor/advisee
- Not a relative
- Not a fellow undergraduate or graduate friend
- Not a close friend or acquaintance
- Not a program manager that has funded a TTU research group that the applicant is a member

Letters will provide an objective evaluation of the applicant's achievements in the areas of teaching, research and service. Comments should be sought on the publication record of the applicant and how the applicant might fare in tenure and promotion at their own institution. Chairs shall indicate the national/international standing/expertise of each reference and the reason for the person's nomination, in terms of the relevance of that standing/expertise to the case for promotion. The source of each reference, applicant or chair, shall be clearly indicated in the dossier.

At the minimum, chairs can provide each reference with a copy of the applicant's curriculum vitae, link to copies of 3 of the applicant's journal articles (chosen by the applicant) and this document. Additional material may be included as agreed upon by the applicant and the chair. The department chair shall make every reasonable effort to contact all references listed and a minimum of 6 external reference letters are required for a dossier. Letters of reference shall be processed (invitations sent and received) by the department chair. A copy of each letter received will be forwarded to the Dean upon receipt. All letters received will be included in the applicants' dossier.

The letter soliciting external references shall be similar to the example letter in Attachment WCOE-D.

9. Format for Tenure and Promotion Dossiers

The department chairperson, on behalf of the applicant, will submit electronically one complete pdf copy of the dossier to the Dean's Office.

The promotion and tenure dossiers shall be consistent with TTU requirements and format outlined in OP 32.01 Appendix B. <https://www.depts.ttu.edu/opmanual/OP32.01B.pdf>. Material submitted to the PSVP shall be limited to the designated format and should consist of no more than 20 pages, exclusive of all letters, annual reports, curriculum vitae, and department and college guidelines

The College of Engineering requires some specific formatting of the TTU- required sections, as well as an Appendix of additional information. The applicant should also include the dossier cover letter (Attachment APP-C) and the Evaluation Criteria Form (Attachment APP-B) and Appendices.

9.1. OP 32.01 Format Requirements:

- 9.1.1. Title Page (Attachment APP-A)
- 9.1.2. Table of Contents (Attachment APP-D)
- 9.1.3. Evaluation Criteria Attachment APP-B)
- 9.1.4. [Recommendations Ballot](#)
- 9.1.5. Dossier Cover Letter (Attachment APP-C)
- 9.1.6. Dean's Letter
- 9.1.7. Chairperson's Letter

This letter should reflect discussions on expectations or changes in expectations during the evaluation period in which the applicant is seeking tenure or promotion. In the case of promotion to Professor, the letter will confirm if the promotion decision should be more heavily weighted upon the scholarship of research or the scholarship of teaching or an equal weight on both.

- 9.1.8. Vita (with chairperson's ratings of publications or creative activities)

Organize the publications list into submitted/under review, peer-reviewed journal, peer-reviewed conference, conference, invited talks and chapters/books categories. Include DOI links of publications. Within each category, list publications by date. Listing of TTU grants with co-PIs must include Office of Research Services prorating of grant funds to the applicant.

- 9.1.9. Letters from outside references

The chair will include a list of referees (with contact information) and specify which were selected by the applicant and which by the chair

- 9.1.10. Basic information (per OP 32.01), Include all Fall and Spring semester teaching assignments and enrollments since the last promotion, for the last two years. A copy of the original Letter of Hire is included for Tenure and/or Promotion applicants and may or may not include information about the start-up package. A table of all teaching assignments should be included in section 7.

- 9.1.11. Peer Observation of Teaching Summary

Per TTU OP 32.01, faculty members seeking tenure must be reviewed annually, and those seeking promotion must be observed in the year prior to dossier submittal. The guidelines of the peer observation program are outlined in Attachment APP-E and Peer Observation Forms (Attachment APP-F) are distributed to observers. Note, the results of the peer observation are treated as letters and will be submitted to the Department Chairperson for

each applicant so that the Department Chairperson may include the peer observation summary in the dossier

9.1.12 Applicant's summary of teaching effectiveness

Include a statement summarizing the applicant's contributions to the teaching endeavor, emphasizing the basic-level and higher-level accomplishments. Student evaluation summaries are only numerical summaries. Student comments may be included in the Appendix section, all comments from all courses for the last three years should be included.

9.1.12. Applicant's summary of research and creative activities

Include a statement summarizing the applicant's contributions to the research endeavor, emphasizing the basic-level and higher-level accomplishments. No need to duplicate the publications list from the vita in this section. A listing of grants must be included in the Vita. A copy of the applicant's start-up agreement is to be included in this section. Make a note if the start-up agreement is included in the Original Letter of Hire with the Basic Information document.

9.1.13. Applicant's summary of service activities. Include a statement summarizing the applicant's contributions to the service and outreach, emphasizing the basic-level and higher-level contributions

9.1.14. Goals: The applicant will create a one-to-two-page statement the applicant envisions where his/her teaching, research/creativity and service to be in five years. Identify post tenure and/or post promotion goals in each area.

9.1.15. Annual Faculty Reports: For Tenure and/or Promotion include the Departmental Expectations Document in place during the applicant's Third-year Review and all Annual Faculty Reports in chronological order from first year/ latest promotion through most recent Annual Faculty Report. The Third Year Review should follow the Third Year Annual Faculty Report for all Tenure and/or Promotion applicants.

9.1.16. For Promotion to Full Professor include all Annual Faculty Reports since Tenure and Promotion to associate professor.

10. Exceptions to the Policies Documented in this OP

Because of the complexity of this document, it is anticipated that minor exceptions to the policies documented in this OP may be required. These exceptions will be granted in writing by the Dean or Dean's designee. Only procedural exceptions (timing, committee composition, etc.) will be granted. A complete listing of all exceptions granted will be maintained by the Dean's Office and will be made available to any faculty member in the College at their request. In case the candidate has administrative responsibilities at Dean's office, Dean or Dean's designee may form the review committee.

10.1. College of Engineering Appendices

A. Basis for evaluation (only for promotion to Full Professor cases.)

The applicant is to specify the weighting of scholarship of teaching versus scholarship of research to be considered in the decision for promotion to Professor.

Case for Promotion and/or Tenure Statement (For all applicants) A statement (up to 3 pages) prepared by the applicant that summarizes the strength of the case for promotion and/or tenure based on the quality, and significance of achievements, highlighting the most significant achievements in the areas of teaching, research and service. In the case of promotion to Professor, the case for promotion must be made consistent with the weighting specified in Appendix A (WCOE OP 10.1 A) In the case of collaborative activities in both teaching and research, the application should clearly indicate the applicant's proportion of involvement in, and specific and distinctive contribution to, each element of academic activity.

- B. Departmental and WCOE T&P Committee Reports (OP 32.01 Appendix B) and summary of comments made on committee member ballots

The WCOE T&P Committee may request original documents. Additional Appendices should be kept to a minimum and should not include copies of publications. applicants must provide an application that

- is both **concise and coherent**,
- presents a strong and accurate case clearly articulating significance of achievements
- relates to quality and not just quantity,
- demonstrates an active research program connected to teaching and service,
- indicates the ability to undertake the level of appointment being sought.

10.2. Length

The aim should be to present information succinctly using summaries of very detailed information. Constraints by the Provost's Office as stated in OP32.01 in dossier length and format may require that WCOE Appendices not be included in the dossier forwarded to the Provost from the College Dean's Office.

11. Attachments

Applicant Attachments (APP-)

[Attachment APP-A: Title Page](#)

[Attachment APP-B: Evaluation Criteria Form](#)

[Attachment APP-C: Dossier Cover Letter Example](#)

[Attachment APP-D Table of Contents](#)

[Attachment APP-E: Peer Observation Guidance Document*](#)

[Attachment APP-F: Peer Observation Forms](#)

[Attachment APP-G: Basic Information](#)

WCOE Attachments for Department and College Committees (WCOE-)

[Attachment WCOE-A: WCOE Criteria and Goals - Tenure and Promotion](#)

[Attachment WCOE-B: Tenure and Promotion Committee Ballot Sample](#)

[Attachment WCOE-C: Recommendation Ballot Form](#)

[Attachment WCOE-D: Reference Letter Example](#)

[Attachment WCOE-E: Receipt of Packet Letter \(Example\)*](#)

[Attachment WCOE-F: Guidelines for Department Chair Ratings of Research/Creative Activities](#)

*Informational documents not included in dossiers

12. Sample Dossier

Please refer to format at OP 32.01 Attachment B: Promotion and Tenure Dossier Format

(Attachments and notes are in italics)

Title Page ([Attachment APP-A](#))

Table of Contents ([Attachment APP-D](#))

Evaluation Criteria ([Attachment APP-B](#))

Recommendations Form

Dossier Cover Letter ([Attachment APP-C](#))

Sections: Note: A title page is required for each section

Section 1: Dean's Letter

Section 2: Chairperson's Letter

Section 3: Vita (*Includes Chairperson's Ratings of Publications & Creative Activities noted in Right Margin*)

Section 4: Letters from external reviewers

Section 5: Basic Information ([Attachment APP-G](#)) *Original Letter of Hire – May also include Start-up Package Information*

Section 6: a) Summary of Peer Evaluation of Teaching ([Attachment APP-F](#))

Section 6 b): Summary of Teaching Effectiveness & Statement of Goals

Applicant's Summary of Teaching Effectiveness

Applicant's Summary of Goals

A Table of numerical Summary of Student Evaluations

Optional Student Comments (in Appendix) *Note: If student comments are included it must include all comments from all courses in the last three years.*

Section 7: Summary of Research/Creative Activities & Statement of Goals

Applicant's Summary of Research/Creative Activities Applicant's Summary Goals

Start-up Agreement) (*If Start-up Package is already cited in Original Letter of Hire refer to Section 5*)

List of Grants (*If Grants are already cited in the Vita refer to Section 3*)

Section 8: Applicant's Summary of Service Activities & Statement of Goals Applicant's

Summary of Service Activities Applicant's Goals

Section 9: Applicant's Summary of Goals for Next 5-7 years

Section 10: Annual Faculty Reports

For Promotion and/or Tenure – The Departmental Expectations Document in place during the applicant's Third-year Review and all Annual Faculty Reports in chronological order from first year through most recent Annual Faculty Report. The Third Year Review should follow the Third Year Annual Faculty Report for all Tenure and/or Promotion applicants.

For Promotion to Full Professor – Annual Faculty Reports since tenure.

Appendices

(For Tenure and Promotion)

Appendix A: Departmental and WCOE T&P Committee Summary Reports and Ballot Comments

Appendix B: Supplemental information on sections 6, 7, 8

(For promotion to Full Professor)

Appendix A: Applicant's Basis for Evaluation

Appendix B: Applicant's Case for Promotion

Appendix C: Departmental and WCOE T&P Summary Reports and Ballot Comments

Appendix D: Supplemental information on sections 6,7,8, 9