

Policy 101: Third-year Review for Tenure-Track and Continuing Appointment-Track Faculty

COLLEGE OF MEDIA & COMMUNICATION POLICIES/PROCEDURES FOR THIRD-YEAR REVIEW

I. Purpose of this Operating Policy

This policy outlines college-level policies and procedures concerning third-year review for tenure-track and continuing appointment-track faculty members in the College of Media & Communication (CoMC) at Texas Tech. All policies and procedures in this document conform to the university operating policy on third-year reviews ([TTU OP 32.38](#)), and faculty are expected to adhere to the principles and guidelines conveyed in these documents. In cases of conflict, the most recent edition of the documents listed below takes precedence.

II. Procedures and Timeline

This section provides an overview and timeline for the department/area- and college-level procedures to be followed for the calendar year during which a faculty member is expected to complete their third-year review. As stipulated in OP 32.38, the third-year review takes place during spring semester of a faculty member's third full year of employment. Dates below are meant as approximate deadlines; if the date falls on a weekend or holiday, then the deadline would be the next business day.

1. **January 31 (spring semester of third full year of employment¹):** Candidate submits their third-year review dossier to department chair/area coordinator. Templates for the dossier are available under “faculty evaluation resources” in the CoMC intranet.
2. **February 15:** Chair appoints five-person committee, in consultation with dean and the faculty member (*per the OP*), and shares the dossier with the five-person committee. Whenever possible, the committee should include tenured/continuing appointment faculty with the appropriate titles (i.e., assistant professors of practice should be evaluated by a committee that includes associate professors of practice, and lecturers should be evaluated by a committee that includes senior lecturers). Committee consists of at least three members from the department. Committee may also include up to two additional members from other departments in the college. (Note: this dossier provided to committee needs to include the final signed version of the chair's annual evaluations of the faculty member for all three years, including the calendar year that just ended. This means the chair will need to prioritize annual evaluations for those faculty who are eligible for third-year review, ensuring there is adequate time to complete the evaluation, including a meeting with the faculty member to discuss and finalize the evaluation).
3. **March 3:** Five-person committee adds their report to the dossier. This should be an informational report—a synthesis of strengths and weaknesses according to the faculty member's expectations, as stated in their appointment letter. (For tenure-track faculty,

¹ Exceptions to this timeline may be stipulated in a faculty member's appointment letter or may be otherwise approved by the department chair, dean's office, and provost's office.

these expectations will typically include research, teaching, and service; for assistant professors of practice, expectations will include professional excellence & currency, teaching, and service; for lecturers, these expectations will typically include teaching and service). The report may also provide a recommendation. The report is written by the committee as a whole; it does not represent a vote for any individual member on the committee. After the committee report is added, the chair shares the dossier with tenured and/or continuing appointment faculty in the home department/area.

4. **Around March 10:** Tenured faculty and faculty with continuing appointment, as appropriate, in the candidate's home department/area meet to discuss and vote. Ballot question is "Is the candidate making satisfactory progress towards tenure and promotion?" (Note: Committee members who are in the home department of the faculty member will vote with other department faculty because their contributions to the committee report do not count as votes.)
5. **Around March 17:** Tenured faculty and faculty with continuing appointment, as appropriate, from the candidate's home department/area submit comments to support their ballot in accordance with department operating policies.
6. **March 31:** Chair's report is added, and the dossier is submitted to the dean's office.
7. **April 7:** The dean's office reviews the dossier to ensure compliance with OP 32.38 and notifies department chair/area coordinator if file is complete or revisions need to be made.
8. **April 15:** Dean adds written recommendation to the dossier. Possible recommendations are: continuation, program of remediation, or non-reappointment.