

In Consideration of Tenure and/or Promotion

(Name), Ph.D.

(Current Title)

Department of ( )

(Date)



**Last name First name Middle name**

**Consideration for: Tenure\_\_\_\_\_\_ Continuing Appointment\_\_\_\_\_\_ Promotion\_\_\_\_\_\_**

Candidate elects to be evaluated by the following policy:

\_\_\_\_\_ Tenure/Continuing Appointment policy in effect at time of hire

\_\_\_\_\_ Tenure/Continuing Appointment policy in effect at time of last promotion (promotion dossiers only)

\_\_\_\_\_ Tenure/Continuing Appointment policy that is currently in effect

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**Table of Contents**

Table of Contents

Recommendations and Signature Page

Signed Statement of Access to Policies and Dossier

Dean’s Letter

Associate Dean for Administration & Finance Letter

Department Chair’s Letter

Curriculum Vitae

Associate Dean for Research & Sponsored Projects’ Letter

Selection and Qualifications of External Reviewers

Letters from External Reviewers

Supporting Information | Original Offer Letter

Supporting Information | Basic Information

Teaching, Research, Service, and Statement of Goals Summaries

Annual Faculty Evaluations and Third-Year Review

Unsigned Ballot Comments

Appendix

RECOMMENDATIONS AND

SIGNATURE PAGE



**RECOMMENDATIONS**

|  |  |  |
| --- | --- | --- |
| **EVALUATOR** | **TENURE** | **PROMOTION** |
| Department Committee(ballot count) | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_Abstention \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_Abstention \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Department Chairperson(signature) | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_ | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| College or School Committee(ballot count) | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_Abstention \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_Abstention \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dean of College or School(signature) | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_ | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dean, Graduate School(signature) | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_Abstention \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_Abstention \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Provost & Senior Vice President(signature) | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_ | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| President(signature) | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_ | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_ |

Attachment B, pg. 2

OP 32.01

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7/11/12

Adopted by the TTUS Board of Regents May 28, 2012

SIGNED STATEMENT OF ACCESS TO

POLICIES AND DOSSIER





**INSTRUCTIONS: Leave this letter exactly as it is when you compile your initial dossier. You will fill in the details and sign this letter later in the process, when we are ready to submit your dossier to the dean.**

(date)

Dr. [chair name]

Chair, Department of [department name]

Texas Tech University

Dear Dr. [chair name],

This letter is to affirm that I have reviewed the contents of my dossier as it is to be submitted to the Dean of the College of Media & Communication in consideration of my application for tenure.

Sincerely,

[Signature to be added after faculty member reviews dossier]

DEAN’S LETTER



Insert Dean’s Letter here

ASSOCIATE DEAN FOR ADMINISTRATION & FINANCE



Insert Associate Dean for Administration & Finance letter here

DEPARTMENT CHAIR LETTER



Insert Department Chair’s Letter here

CURRICULUM VITAE



Insert CV here

See below notes from OP 32.01 for this section:

Include a complete up-to-date vita with chairperson's rating of research and creative activity. After the applicant's submission to the department, the department chairperson must evaluate the reputation of the source publishing the results of the research, or standard for creative exhibition or performance, by placing a number in the left-hand margin of the curriculum vita. The chairperson may use additional sheets for notes and explanations if necessary. Include only publications or activities that have occurred since the last promotion. Only the applicant's summary and vita with chairperson's rating of publications or creative activity should be included for submission to the PSVP unless additional evidence is requested.

The scale is to be used for publications with the following definitions:

 5 = Outstanding recognition in field, highly prestigious, refereed.

 4 = Highly respected in field, refereed.

 3 = Good reputation, selective in publication, refereed.

 2 = Average, fairly easy to publish in, typically refereed.

 1 = Below average publication, not discriminating on articles published.

 0 = Not to be counted as publication.

 S = Special publication not ranked above.

Attachment B, pg. 5 & 6 OP 32.01

ASSOCIATE DEAN FOR RESEARCH & SPONSORED PROJECTS’ LETTER



Insert letter from Associate Dean for Research & Sponsored Projects here

This is a letter you will request from the Associate Dean for Research & Sponsored Projects to document your external funding activity. You can request the letter when you begin compiling your dossier, and you will include it in the initial dossier submission.

SELECTION AND QUALIFICATIONS OF EXTERNAL REVIEWERS



Insert the following here:

1. Chair’s letter to external reviewers
2. Listing of external reviewers providing:
	* Name
	* Title
	* University Affiliation
3. Bio for each External Letter Writer

Per OP 32.01, Attachment B, page 6 insert solicited and unsolicited letters of support, especially from outside the university here, including information related to qualifications of the persons submitting letters to judge the candidate’s work here

*OP 32.01 4.b. Research and Creative Activity*

*Faculty are expected to contribute directly to the enhancement and expansion of Texas Tech University's research and creative scholarship. Research and creative activity serve to advance the discipline or the state of the art. Evidence of research and creative activity includes print or electronic publications, non-print presentations, funded grant applications and reports, patents and other intellectual property, curatorships, and artistic productions and performances. Textbooks and innovative instructional materials having significant value beyond this campus may be considered contributions to research and creative activity.*

*The dossier of an individual should provide substantiating evidence of quality submitted by appropriate observers within and outside the university, such as appraisal of the candidate's books or artistic performances. Outside reviewers who work in the same or a closely related field, and who have an objective expertise to evaluate the faculty member, shall be selected by the chair in consultation with the faculty member. Wherever appropriate, at least three of the reviewers should be from TTU's national or international peer institutions or aspirational peer institutions. Candidates must disclose which letters come from reviewers with whom they have a relationship that might raise a potential conflict of interest, such as collaborators, coauthors, former professors, or students. The total number of letters is not restricted.*

LETTERS FROM EXTERNAL REVIEWERS



Department Chair will provide to Candidate

external reviewers’ letters to insert here

SUPPORTING INFORMATION

ORIGINAL OFFER LETTER



Insert Original College Offer Letter here (with salary information redacted)

SUPPORTING INFORMATION

BASIC INFORMATION



|  |
| --- |
| **BASIC INFORMATION** |
| **Information Requested** | **Candidate’s Response** |
| Original Date of Employment (Official Start Date) |  |
| Rank and Title |  |
| Highest Degree earned |  |
| Terminal degree for this position |  |
| Experience in other institutions of higher education |  |
| Nature of initial assignment |  |
| Changes subsequent to employment |  |

|  |
| --- |
| **DEGREES COMPLETED** |
| **University** | **Degree** | **Date Conferred/Awarded** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **PROMOTIONS GRANTED** |
| **Date** | **From (Rank)** | **To (Rank)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Number of calendar months from last promotion until beginning of this semester: \_\_\_\_\_\_\_\_ |

TEACHING, RESEARCH, SERVICE, AND STATEMENT OF GOALS SUMMARIES



Insert the following items here:

**Teaching**: Include narrative statement, peer observations, one-page summary of evaluation scores, and excerpts from student comments.

*Applicant consults with chair and ADAF regarding optional support information*

**Research:** Include narrative statement, followed by optional supporting information

**Service:** Include narrative statement, followed by optional supporting information

*Note: The maximum number of pages for the Teaching Summary, Research Summary, and Professional Service is 20 pages total for all three sections. In addition to summarizing accomplishments, the candidate is also expected to address goals, either as part of these summary statements or as a separate document.*

ANNUAL FACULTY EVALUATIONS AND

THIRD-YEAR REVIEW



Insert **final signed versions** of annual faculty evaluations and third-year review (chair’s letter and committee report) here in reverse chronological order, e.g., 2020, 2019, 2018, etc.

UNSIGNED BALLOT COMMENTS



Associate Dean for Administration & Finance (or department chair under new college OP)

will add here

APPENDIX



Insert full text digital versions of all peer-reviewed publications that appear on your CV here

(For promotion to full professor, only include publications since tenure)

*This appendix will only be used for the college review. The appendix will be removed from the dossier prior to being submitted to the Provost.*