

**TENURE-TRACK ASSISTANT PROFESSORS:  
PROCEDURES FOR ANNUAL EVALUATION AND  
TENURE & PROMOTION**

The table below summarizes annual faculty evaluation procedures and timelines for tenure-track assistant professors. This is intended as a supplement to Texas Tech Operating Policy 32.01 on Tenure and promotion, and CoMC Operating Policy 102.2 on Tenure and Promotion.

<b>ANNUAL FACULTY EVALUATION CYCLE FOR TENURE-TRACK FACULTY IN CoMC</b>	
<b>Years 1 and 2</b>	Annual faculty evaluation in spring semester: <ul style="list-style-type: none"> <li>✓ Submit Digital Measures report to chair by Jan 20</li> <li>✓ Meet with chair in February/March</li> </ul>
<b>Year 3</b>	Annual faculty evaluation in spring semester: <ul style="list-style-type: none"> <li>✓ Submit Digital Measures report and comprehensive third-year dossier to chair by Jan 20</li> <li>✓ Meet with chair in February/March</li> <li>✓ Tenured faculty review comprehensive third-year dossier and vote by end of March</li> <li>✓ Chair reports results to faculty member, dean, and tenured faculty</li> </ul>
<b>Year 4</b>	Annual faculty evaluation in spring semester: <ul style="list-style-type: none"> <li>✓ Submit Digital Measures report to chair by Jan 20</li> <li>✓ Meet with chair in February/March</li> </ul>
<b>Year 5</b>	Annual faculty evaluation in spring semester: <ul style="list-style-type: none"> <li>✓ Submit Digital Measures report to chair by Jan 20</li> <li>✓ Meet with chair in February/March</li> </ul>
<b>Year 6</b>	Tenure/Promotion dossier submitted in fall semester: <ul style="list-style-type: none"> <li>✓ Submit dossier to chair in September</li> <li>✓ Associate Dean submits dossier to Dean in early November, to Provost in late November</li> </ul> Annual faculty evaluation in spring semester: <ul style="list-style-type: none"> <li>✓ Submit Digital Measures report to chair by Jan 20</li> <li>✓ Meet with chair in February/March</li> <li>✓ Expect final tenure/promotion decision from Board of Regents by end of spring semester</li> </ul>
<b>Year 7 and subsequent years</b>	Annual faculty evaluation in spring semester: <ul style="list-style-type: none"> <li>✓ Submit Digital Measures report to chair by Jan 20</li> <li>✓ Meet with chair in February/March</li> <li>✓ Faculty member is now subject to <a href="#">Texas Tech OP 32.31: Comprehensive Performance Evaluations</a></li> <li>✓ New appointment letters will only be issued if there is a change in job duties, service expectations, teaching load, etc.</li> </ul>