

CoMC 3-year review process:

These are agreed-on college procedures, but please also see

<https://www.depts.ttu.edu/opmanual/op32.38.php> for complete university procedures.

1. **January 31:** Candidate submits their dossier to chair
2. **February 17:** 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. Committee consists of three members from the department + two members from other departments to represent the college. For lecturers, the chair appoints a three-person committee, consisting of three senior faculty members (tenured or with continuing appointment) from the department and shares the dossier with the committee. (Note: this dossier should include the chair's annual evaluations of the faculty member for all three years, including 2024, the calendar year that just ended).
3. **March 3:** Committee adds their report to the dossier. This should be an informational report—a synthesis of strengths and weaknesses in research, teaching, service, and professional conduct. 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 faculty in the home department.
4. **Around March 10:** Tenured faculty and faculty with continuing appointment, as appropriate, in the candidate's home department meet to discuss and vote. Ballot question is "Is the candidate making satisfactory progress towards tenure and promotion?"
5. **Around March 17:** Tenured faculty and faculty with continuing appointment, as appropriate, from the candidate's home department submit unsigned comments to support their ballot. This will be done anonymously via Qualtrics and supervised by a staff person.
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 if file is complete or revisions need to be made.
8. **April 14:** Dean adds written recommendation to the dossier. Possible recommendations are: continuation, program of remediation, or non-reappointment.