

**FACULTY COUNCIL, PROMOTION AND TENURE COMMITTEE,  
AND STANDING COMMITTEES**

(Approved by College Faculty Vote on May 18, 2020)

## FACULTY COUNCIL

### Sources of Authority

Related OPs: <http://www.depts.ttu.edu/opmanual/>

2016-17 Texas Tech Faculty Handbook:

[http://www.depts.ttu.edu/officialpublications/pdfs/2016-17\\_Faculty\\_Handbook.pdf](http://www.depts.ttu.edu/officialpublications/pdfs/2016-17_Faculty_Handbook.pdf)

2015-16 Texas Tech Catalogue:

<http://www.depts.ttu.edu/officialpublications/catalog/introduction.php>

Texas Tech Regents Rules: <http://www.texastech.edu/board-of-regents/regents-rules.php>

SACSCOC 2012 Principles of Accreditation:

<http://www.sacscoc.org/pdf/2012PrinciplesOfAccreditation.pdf>

AAUP: <http://www.aaup.org/>

The Faculty Council is a ten-member elected body of the faculty. There are eight tenure-line faculty members with two from each of the four departments in the College. Department representatives are nominated and then elected by the tenure-track/tenured members of their respective departments for a staggered three-year term. Two non-tenure line faculty members are elected by the non-tenure line faculty in the College for a staggered two-year term. Administrators including the Dean, Associate Deans, Department Chairs, and Associate Department Chairs are not eligible for Faculty Council membership. Elections of Faculty Council members will occur each spring term, and service will begin each August. The College's Faculty Senators (representatives for the College on the University Faculty Senate) elect a representative to serve as an ex-officio member, and all Faculty Senators receive notification of meetings and information distributed at meetings.

The Chair and Chair-elect of the Faculty Council are elected from among the eight tenure-line faculty members by the Faculty Council members for a one-year term. The position of Chair-elect will rotate across the four departments in the College. If the Chair-elect position is vacated, someone from the same department to which the former Chair-elect is/was assigned will fill the position. If the Chair position is vacated, that position will be filled by the current Chair-elect and, in turn, a new Chair-elect will be selected from the Faculty Council member in the former Chair's department. If a position (other than the Chair or Chair-elect) is vacated on the Faculty Council, the Chair will request nominations from the respective Department Chairperson for a tenure-line representative. For a non-tenure line representative, the Chair will request nominations from the non-tenure line faculty at large. The Faculty Council will vote on the nomination(s) and the new member will complete the term of the member who no longer serves. If a member (other than the Chair or Chair-elect) cannot function as a member for a period of time, such as sabbatical or professional development leave, the Chair will request nominations as

noted above. The Faculty Council will vote on the nomination(s) and the substitute member will function as a member until the member who had vacated can resume his/her function.

The Faculty Council is responsible for soliciting nominations and convening elections for the Promotion and Tenure and Post-Tenure Review Committee, Standing Committees, Faculty Development Committee, as well as for members to serve on Annual Review Mediation Committee.

The Faculty Council meets twice a month or more frequently as needed. It may vote on any matter before it when 50% of the elected members are present. The Chair, Chair-elect, or designated delegate attend the College Leadership Team meetings.

The Faculty Council is a vehicle for faculty governance, the empowerment of faculty to recommend policy directly related to the conduct and quality of faculty life in the College of Education. The Faculty Council facilitates processes by which faculty may be fully involved in deliberation and recommendation. When a faculty vote on a policy or other matter is needed, the Faculty Council will:

- 1) distribute the policy or issue to faculty via email;
- 2) establish a voting process (e.g. via confidential electronic or in person balloting);
- 3) convene the balloting process;
- 4) verify vote on the policy matter with count of Approve, Disapprove or Abstain (a simple majority of those who vote will constitute approval);
- 5) communicate the vote via email to all faculty and ensure that the vote is posted on the College web-site.

For all matters affecting tenured/tenure-track faculty, all currently appointed tenured/tenure-track faculty of the College will be eligible to vote. For policies that pertain only to non-tenured full-time instructors and professors of practice, faculty members in these appointments will also be eligible to vote in addition to tenured/tenure-track faculty.

In addition to the responsibilities listed above and in response to faculty concerns or requests from the Dean and College of Education Administrative Team, the Faculty Council:

- 1) Encourages faculty involvement in College issues;
- 2) Works as a clearinghouse for issues and concerns of the faculty at large;
- 3) Facilitates faculty review of existing or proposed organizational structures, guidelines, and procedures to determine their impact on the conduct and quality of faculty life in the College of Education;
- 4) Makes guideline recommendations to the Dean and the College of Education Administrative Team and the faculty at large;
- 5) Refers policy issues to specific committees as appropriate;
- 6) Calls and conducts faculty meetings each long semester, either jointly with the Dean or independently; and

- 7) Keeps records, copies, and minutes relative to Faculty Council actions, circulates the minutes (via the web site posting), to the Dean, the College of Education Administrative Team and the faculty at large.

## PROMOTION AND TENURE AND POST-TENURE REVIEW COMMITTEE

### Sources of Authority

Related OPs: <http://www.depts.ttu.edu/opmanual/> (see OP 32.01 and 32.02)

2016-17 Texas Tech Faculty Handbook:

[http://www.depts.ttu.edu/officialpublications/pdfs/2016-17\\_Faculty\\_Handbook.pdf](http://www.depts.ttu.edu/officialpublications/pdfs/2016-17_Faculty_Handbook.pdf)

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The College Promotion and Tenure processes align with OP 32.01, which requires (at 2 g):

- 1) Evaluation by the department, which includes a vote by the tenured faculty, and a recommendation by the chairperson, who does not attend or participate in the faculty vote;
- 2) Two events occur at the college level: first, a review by the college tenure committee, which provides a recommendation to the dean; and second, a letter of recommendation provided by the dean, who does not attend or participate in the department faculty vote, nor participate in the vote of the college tenure committee.

In the College, the Promotion and Tenure (P&T) Committee is composed of eight tenured faculty members who hold the rank of associate or full professor with two from each department in the college. Membership is for a three-year term. Administrators (Dean, Associate Deans, Department Chairs, and Associate Department Chairs) are not eligible to be members of this committee. In consultation with the Department Chairs from the four academic departments and with the Associate Dean for Academic Affairs serving as an ex-officio member, the committee reviews all applications for promotion and tenure within the College of Education and makes its recommendations to the Dean. Efforts will be made to ensure that the committee is composed of a diverse membership.

The members of the P&T Committee will meet during the spring semester, elect a Chair, establish the procedures governing their deliberations, and plan their activities for the coming year. All proceedings by this committee are strictly confidential in nature. All members of the committee will independently review the candidates' dossiers. Following the review, the committee will meet to deliberate and vote. After recording the vote, the Chair of the P&T Committee will give the marked, signed ballots to the Associate Dean, who will retain custody of the ballots.

Each year at least two of the members will rotate off the committee. The election of faculty members to the P&T Committee will occur on or before the third Monday in February. The Chair of the Faculty Council, or the Chair's designate will ask the faculty to make nominations or self-nominations for the open P&T Committee slots. These names will be reviewed and considered by both the Faculty Council and College administrators (e.g. Dean, Associate Deans, Department Chairs). They will complete a slate for the election with two persons per open slot unless this is not possible as in the case of a slot for a full professor with only one person eligible. After the election is held in the respective department, the Dean and the Faculty Council Chair will count the votes and inform the faculty of results by April 1<sup>st</sup>. If a position is vacated on the Committee, the Chair of the Faculty Council will request nominations from the respective Department Chairperson and an election will be held in the respective department to identify a new member to complete the term of the member who vacated his/her post. If a member cannot function as a member for a period of time, such as sabbatical or professional development leave, the Chair of the Faculty Council will request nominations from the respective Department Chairperson. An election will be held in the respective department to identify the substitute member for the position until the member who had vacated can resume his/her function.

The committee will act in accordance with written procedures as specified in the College of Education Handbook as developed by the College in agreement with University policies as stated in OP 32.01. This committee's responsibilities include:

Reviewing and voting on all applicants for promotion and tenure and post tenure reviews, and submitting to the Dean a statement of committee recommendations on each applicant.

## PROCEDURES FOR COE STANDING COMMITTEES

### Sources of Authority

Related OPs: <http://www.depts.ttu.edu/opmanual/>

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COE Standing Committees include Graduate Academic Affairs; Teacher Certification and Undergraduate Academic Affairs; Research; Diversity, Equity, and Inclusion, and Faculty, Staff, and Student Human Resources.

Early in the spring term, faculty members are requested to identify committee assignments of interest and submit this information to the Chair of the Faculty Council. The Faculty Council considers all submissions and appoints faculty to membership on committees in early May. Membership begins on the first day faculty are back on duty in the fall semester. Appointments for vacated positions are sought within one month after the vacancy occurs. Faculty appointed to the vacated position take membership immediately and serve out the term of the original member.

Membership and the terms of membership on each standing committee are defined in the specific committee's description. Terms of membership are staggered to allow for rotation in membership. Each newly empaneled committee holds its initial meeting within ten days after the beginning of the fall semester. Administrators (Dean, Associate Deans, Department Chairs, and Associate Department Chairs) are not eligible for membership in standing committees but do serve in ex-officio positions. If a position is vacated on a committee, the Chair of the Faculty Council will request nominations from the respective Department Chairperson. The Faculty Council will then consider the nomination and appoint faculty to membership on the committee to complete the term of the member who vacated the position. If a member cannot function as a member for a period of time, such as sabbatical or professional development leave, the Chair of the Faculty Council will request nominations from the respective Department Chairperson. The Faculty Council will then consider the nomination and appoint faculty to membership on the committee until the member who had vacated can resume his/her function. If there are

insufficient numbers of representatives from each department, the committee will continue to meet as long as there is a quorum (50%).

Unless otherwise specified, the Chairperson of the committee is elected by the committee and serves for one year in that role. The Chairperson sets the committee agenda, chairs the meetings, reports committee actions to the faculty, provides minutes of each meeting to the Dean, and represents the committee to the Dean and the Administrative Team in matters of mutual concern.

All actions and decisions of College committees and College faculty are advisory to the Dean. Recommendations from committees or general meetings of the faculty, including the Graduate Faculty, submitted to the Dean, are taken under advisement and careful deliberation is given before any actions or decisions are made. All academic matters, however, according to OP 10.13 1 (f) are issues of the faculty. Program faculty will be consulted first before any actions or decisions that directly affect the program(s) are made. Minutes of College committees and faculty meetings are posted for the faculty.

### **Students Serving on Standing Committees of the College of Education**

In an effort to promote representation of students on the Standing Committees of the College of Education, the guidelines for choosing students for committee assignments are as follows:

**Undergraduate Students:** Students may submit their names to the Chair of Faculty Council who will forward them to the appropriate standing committee for consideration as ex-officio members or they may be nominated by the ex-officio member of the committee. (There are no undergraduate students on the Research Committee or the Graduate Academic Affairs Committee.)

**Graduate Students:** Students may submit their names to the Chair of the Faculty Council who will forward them to the appropriate standing committee for consideration as ex-officio members or they may be nominated by the ex-officio member of the committee. (There are no graduate students on the TCUAAC.)

## **GRADUATE ACADEMIC AFFAIRS COMMITTEE**

This committee is composed of two faculty members from each of the three graduate departments serving for a three-year term, including the Chair elected by the committee at the beginning of the fall semester, who will serve for one-year. One faculty member from the undergraduate department serves for a three-year term, and one graduate student member serves for a one-year term. The Associate Dean for Academic and Student Affairs serves as an ex-officio member.

The committee has the responsibility of maintaining oversight of all matters related to the quality of graduate education, in both masters and doctoral programs and in advanced certification programs. The committee will recommend to the Dean, guidelines and procedures necessary to strengthen all areas of graduate education. Committee responsibilities include the following:

- 1) Monitoring all policies governing graduate education and considering any student appeals for exceptions to those policies, e.g. admissions, residency, program structure, grievances, and grade appeals;
- 2) Reviewing criteria for Graduate Faculty membership and procedures for implementing and recommending needed changes;
- 3) Reviewing elements of graduate programs to ensure that they reflect standards of best practice among comparable research institutions and recommending specific actions to improve any identified deficiencies;
- 4) Serving in an advisory capacity to the Associate Dean for Research and Faculty/Staff Development;
- 5) Maintaining the course approval process for all graduate courses (see OP 36.01);
- 6) Developing procedures and activities that enhance administration/student/faculty relationships within the College;
- 7) Keeping records, copies, and minutes relative to committee actions, circulating those minutes to the faculty (via the web site posting), and to the Dean and the College of Education Administrative Team.

## **FACULTY, STAFF & STUDENT HUMAN RESOURCES COMMITTEE**

This committee is composed of two faculty members from each of the four academic departments serving three-year term, including the Chair elected by the committee at the beginning of the fall semester serving for a one-year term, a representative of the Staff Council serving a one-year term, and two student members (one undergraduate and one graduate), each serving a one-year term. The Director of Communications and Public Relations and the Associate Dean for Research and Faculty/Staff Development serve as ex-officio members. Specific responsibilities of the committee include:

- 1) Recommending guidelines and procedures and organizing events that directly affect faculty, staff, and student welfare in the College of Education;
- 2) Coordinating the process of announcing, nominating, selecting, and recommending faculty and students for College and, as appropriate, University awards;
- 3) Designing and implementing an annual process of planning faculty and staff professional development;
- 4) Developing procedures and activities that enhance relationships among administrators, faculty, and students within the College;
- 5) Keeping records, copies, and minutes relative to all committee actions, including the circulation of those minutes to the faculty (via the web site posting), and to the Dean and members of the College of Education Administrative Team.

## **TEACHER CERTIFICATION AND UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE**

This Committee is composed of three faculty members from the undergraduate department in the College who will serve three-year terms, one graduate faculty member from any of the other three graduate departments who will serve a three-year term, and one undergraduate student who will serve a one-year term. The Associate Dean for Academic and Student Affairs and the Certification Officer for the College of Education serve as ex-officio members.

The committee has the responsibility of maintaining oversight of all matters related to the quality of teacher certification and undergraduate education, including certification, courses, and programs. The committee will recommend to the Dean guidelines and procedures necessary to strengthen all areas of teacher certification and undergraduate education. Committee responsibilities include the following:

- 1) Monitoring all policies governing teacher certification and undergraduate education and considering any student appeals for exceptions to those policies, e.g. admissions, program structure, grievances, and grade appeals;
- 2) Conducting a continuous review of the curricula and courses that comprise the academic programs in the College with a view to strengthening content and continuity, reducing redundancy, and maintaining currency throughout;
- 3) Maintaining the course approval process for all undergraduate courses;
- 4) Developing plans and procedures for support activities relative to issues in teacher certification and undergraduate education;
- 5) Serving in an advisory capacity to the Associate Dean for Academic Affairs and the Certification Officer;
- 6) Keeping records, copies, and minutes relative to all committee actions, including circulation of those minutes to the faculty (via the web site posting) and to the Dean and members of the College of Education Administrative Team.

## **RESEARCH COMMITTEE**

This committee is composed of two faculty members from each of the four academic departments serving three-year terms, including the Chair elected by the committee at the beginning of the fall semester, who serves a one-year term, a graduate student representative who serves a one-year term. The Associate Dean for Research and Faculty/Staff Development and Development Officer serve as an ex-officio member.

The Research Committee recommends guidelines and procedures necessary to strengthen all research endeavors in the College of Education including, but not limited to, the following:

- 1) Promoting and supporting research and scholarly activities in the College;
- 2) Making recommendations regarding the need for research equipment, materials, and funds;
- 3) Reviewing faculty access to adequate resources;
- 4) Developing guidelines for faculty research proposals supported by private and/or state organized research funds and reviewing those proposals and making recommendations to the Dean for their funding;
- 5) Keeping records, copies, and minutes relative to all committee actions, including the circulation of those minutes to the faculty (via the web site posting), and to the Dean and members of the College of Education Administrative Team.

## **DIVERSITY, EQUITY, AND INCLUSION COMMITTEE**

This committee is composed of two faculty members from each department, serving three-year terms, including the Chair elected by the committee at the beginning of the fall semester who serves for one year. Also, part of the committee are a staff representative and a College staff representative who serves on the University Diversity Council, each serving one-year term, and one undergraduate and two graduate student members serving for one-year term. The Associate Dean for Research and Faculty/Staff Development serves as an ex-officio member. Membership of the committee should reflect the different identities of the college's faculty, staff, and students (e.g., race, national origin, religion, culture, socioeconomic status, disability, gender identity, sexual orientation, political beliefs, and/or ethnic background).

The committee has the twofold responsibility for advising the Dean regarding the policies and procedures necessary to strengthen diversity, equity, and inclusion within the college and advocating for the creation of an equitable and inclusive environment that will enhance faculty, staff, and student recruitment and retention. Committee responsibilities include the following:

- 1) Collaborating and networking with relevant campus units, such as the Division of Diversity, Equity, and Inclusion Office, the Equal Opportunity Office, and others;
- 2) Developing and monitoring the implementation of a strategic action plan for diversity, equity, and inclusion in the College;
- 3) Conducting a climate assessment for faculty, staff, and students, as needed;
- 4) Advancing diversity-related initiatives in teaching, learning, and research;
- 5) Sponsoring diversity-focused research;
- 6) Developing and overseeing a core curriculum diversity requirement for undergraduate and graduate students;
- 7) Organizing professional development opportunities, book discussions, panel discussions, etc.