**Review of Full-Time Instructors** Faculty Approval 10.25.17

**Sources of Authority**

**Related OP:** [**http://www.depts.ttu.edu/opmanual/OP32.34.php**](http://www.depts.ttu.edu/opmanual/OP32.34.php)

Each person employed as a Full-time Instructor is expected to describe how her or his work and accomplishments align with COE and University missions and priorities. Given the importance of the University’s OP 32.34, every COE faculty member is strongly encouraged to become knowledgeable of its details as they apply to become a Full-time Instructor.

Annual reports must be completed by all Full-time Instructors. Annual reviews must be completed by both the faculty annual review committee and the department Chair for each year at Texas Tech University. During the third year review, Full-time Instructors will complete the following steps in the spring without the vote of the faculty. During the fifth year of their employment in the COE as well as the Post-Continuing appointment review year, Full-time Instructors will complete of all the following steps including the departmental faculty vote. If a Continuing appointment is awarded after the fifth year review, the Full-time Instructor will undergo a Post-Continuing appointment review every six years after that award.

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| **Step** | **Date** | **Person Responsible** |
| Submission of electronic dossier | Within a week of the receipt of the third year annual review letter provided by the Chair | Faculty member |
| Dossier review and rating by full-time faculty in the department | The third week in March | Department Chair |
| Dossier review, rating, and third year letter by department Chair | The third week in March | Department Chair |
| Dossier review and rating by Teacher Education Department (TED) Review Committee | The fourth week in March | TED Review Committee Chair |
| TED Review Committee recommendation is provided to the dean | The first business day in April | TED Review Committee Chair |
| Dean provides recommendation to the Provost as appropriate | One week following the first business day in April | Dean |

Third year dossiers should include:

* A cover letter that specifies the COE Operating Procedure for Review of Full-time

Instructors

* A self-analysis and rating of the previous years’ performance
* Appointment letter
* Curriculum vitae
* Summaries (1-2 pages) for the faculty member's teaching and service as appropriate.
* The following documentation for the evaluation period must be included in the dossier
  + A peer review for each year since most recent review
  + A description of steps taken to address recommendations for improvement as
  + noted in the annual reviews for each year
  + Annual Reviews for each year in the review period
  + Annual Review letters from the Chair for each year in the review period
  + For site coordinators, program reviews from the PDF during the review period

Third and fifth year review recommendation choices include:

* Continuation: The instructor’s teaching and service cumulative record relative to University OP 32.34 and the College of Education Full-time Instructor Policy and Procedures suggests a trajectory consistent with continued employment.
* Continuation with reservation: The instructor’s teaching and service cumulative record relative to University OP 32.34 and the College of Education Full-time Instructor Policy and Procedures suggests a trajectory that requires additional support to continued employment.
* Discontinuation: The instructor’s teaching and service cumulative record relative to University OP 32.34 and the College of Education Full-time Instructor Policy and Procedures suggests a trajectory that is not consistent with continued employment.

Following the fifth year review, Full-time Instructors may be considered by the dean for multi-year renewable appointments contingent upon successful annual and cumulative performance appraisals, a majority affirmative vote of the department, the input of the Chair, and the decision of the TED Review Committee

Full-time instructors must be reviewed every six years after a successful fifth year review following the format described above.

Notification of individual faculty members receiving a terminal appointment will follow the time schedule specified in the University's promotion and tenure policy ([OP 32.01](http://www.depts.ttu.edu/opmanual/OP32.01.pdf) section 6).