

Office of the Dean

- SUBJECT:** Continuing Appointment and Promotion
- DATE:** April 2022
- PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding of standards and procedures concerning approval for continued appointment of faculty employed in non-tenure-acquiring ranks. Related OPs: [32.34](#), [32.01](#), [32.17](#).
- REVIEW:** This policy will be reviewed when there are changes to the University Policy.

POLICY

At Texas Tech there are several full-time faculty appointments that do not acquire tenure but may be eligible for continuing appointment. These include:

Lecturer/Senior Lecturer
Assistant Professor of Practice/Associate Professor of Practice/Professor of Practice
Assistant Research Professor/Associate Research Professor/Research Professor

Although faculty with the above full-time appointments do not acquire tenure, persons serving in these positions have the same academic freedom as tenured and tenure-track faculty. Appointment to the above ranks require annual reappointment that may be renewed beyond six years at the discretion of the department. In the sixth year of full-time employment, faculty members who have been continuously employed full-time have the one-time option to apply for continuing appointment status. This status is conveyed through majority vote of the tenured faculty and those holding continuing appointment in the academic unit (department/area, college, or school) in which the position is placed and subject to the approval of the responsible dean and the Provost. Individuals granted continuing appointment status can then be dismissed only for adequate cause. Individuals dismissed for adequate cause shall be entitled to due process in accordance with the faculty grievance procedure.

Lecturer, Professor of Practice, and Research Professor ranks are eligible for promotion which may occur at the same time as the decision on continuing appointment.

Instructor, visiting and adjunct faculty appointments are not eligible for tenure or continuing appointment.

PROCEDURE

Recommendations for continuing appointment originate with the department. Utilizing college guidelines, each department will develop written standards and procedures to be utilized in continuing appointment considerations. After written standards and procedures have been ratified by the department and appropriate others, the primary responsibility for evaluating individual continuing appointment requests in terms of those standards will be assigned to the faculty members in the

academic unit in which the request is made. The Associate Dean for Academics and Faculty will manage the process at all levels in the college.

Overview

(1) Format

A basic format to be followed in the development of continuing appointment dossiers is similar to that for promotion and tenure ([OP 32.01](#)). This common format for presenting the supporting information will help assure fairness in the decision-making process. As continuing appointment requires that a person's entire professional record and contributions be reviewed, the format calls for information on educational background, previous academic and professional experience, teaching and advising responsibilities, and service/outreach activities. Some academic units may wish to add other categories.

(2) Review Schedule

All non-tenure-track faculty members submit their professional records for review by the basic academic unit on an annual basis. These reviews become a part of the continuing appointment dossier. A faculty member will be evaluated for continuing appointment during the fall semester of the sixth year of full time employment.

(3) Voting Qualifications

Tenured faculty members and those holding continuing appointment status in the department are eligible to vote.

(4) Dossier

The faculty member has primary responsibility for preparation of their dossier with major assistance to be provided by the department chairperson. The faculty member should be encouraged to submit whatever is considered relevant in addition to any information or material required by University, collegiate, or departmental policies. However, material submitted to the Provost shall be limited no more than 20 pages, exclusive of student evaluations, annual reports, and cumulative vita.

Review Process

(1) Dossier Preparation

The candidate shall, in cooperation with the department chairperson, prepare the formal promotion and continuing appointment dossier. Included in the dossier should be the Candidate's statement of access to policies and dossier signed by the candidate that the contents of the dossier have been reviewed. Once the dossier and optional appendices have been submitted for consideration in the academic unit, no further information should be added to the dossier other than that required by department and collegiate procedures with regard to recommendations by review committees, department chairperson, and dean. Upon receipt of the dossiers, the chairperson will complete the section at the end of Basic Information regarding teaching load, and sign the form.

(2) Review by the Department

(a) Evaluation by department committee

The department committee for continuing appointment consideration along with promotion if applicable shall be comprised of all tenured faculty members in that department along with all faculty members holding continuing appointment status. Members of the department continuing appointment committee will examine the submitted dossiers and cast individual ballots. Ballots are

anonymous and should not be signed.

An academic unit may be so constituted as to provide insufficient members to complete the review. In such cases, the department chairperson, in consultation with the Dean, may appoint an appropriate advisory committee for review of a specific case. If this is done, the composition of the committee and its recommendations must be reported in the Dean's recommendation to the Provost.

(b) Evaluation by the Department Chairperson

The department chairperson and a witness will count the ballots submitted by the department promotion and tenure committee. The certified count of the ballots will be recorded on the Statement as to Ballot Counts and the applicant's Recommendation Form the department chair who then adds his/her recommendation to the form. The chairperson also develops a letter of recommendation, adds it to the dossier, and forwards the complete dossier to the Dean. The recommendation of the department chairperson will be provided to the candidate at the time it is forwarded to the Dean.

(c) Submission to the Dean

In transmitting a recommendation to the Dean, a department chairperson must for each candidate provide the Recommendation Form, which includes the vote of the appropriate committee, and a copy of the academic unit's promotion and tenure policy that includes relevant policies for continuing appointment. Along with these materials, the Statement of Ballot Count, the unsigned committee ballot/evaluation forms and, separately, committee comments will be forwarded to the Dean.

Faculty members may request in writing that their dossiers be withdrawn from further consideration, in which case the dossiers will not be forwarded.

(3) Review by the College

It is the responsibility of the Dean to recommend either positively or negatively on all continuing appointment recommendations forwarded by department chairpersons. (Note: the dossier is not reviewed by the College Promotion and Tenure Committee.)

(a) Evaluation by the Dean

The Dean then adds his/her recommendation to the Recommendation Form and also develops a letter of recommendation, adds it to the Dean's Letter section of the dossier, and forwards the dossier (excluding any appendices that might be submitted by the faculty member) to the Provost in the same submission as promotion and tenure dossiers. In all cases, information regarding the Dean's recommendation will be provided to the department chairperson and the candidate at the time it is forwarded to the provost.

(b) Submission to the Provost

In transmitting a recommendation to the Provost, the Dean adds to the dossier a summary of collegiate procedures and an updated version of the Recommendation Form that reflects the Dean's approval/disapproval.

A faculty member may request in writing that the dossier be withdrawn from further consideration, in which case the dossier will not be forwarded.

(4) Review by the Provost

It is the responsibility of the Provost to receive dossiers and recommendations regarding continuing appointment, to review them with respect to the academic unit, college or school, and University standards, and to approve or disapprove all recommendations received. The Provost will then confer with the collegiate dean and discuss that dean's recommendations.

(5) Notification of Candidate

The dean will notify the faculty member of the results of the review process after conversing with the provost. This may be early in the spring semester.

Within the continuing appointment process, the faculty member, the department chairperson, and the dean have independent but complementary responsibilities. Detailed information regarding these responsibilities is provided.

- Faculty member responsibilities
- Department chairperson responsibilities
- Dean responsibilities

A timeline summarizing the three roles is available along with a flowchart that summarizes the process.

DOCUMENTS INCLUDED

[OP 32.34](#) Continuing Appointment and Promotion of Faculty in Lecturer, Professor of Practice, and Research Professor Titles

[OP 32.01](#) Promotion and Tenure Standards and Procedures

[OP 32.17](#) Faculty Appointments and Titles

[College Policy on Non-Tenure-Accruing Faculty Members](#)

[Non-Tenure Accruing Faculty Members in the College of Human Sciences](#)

[Candidate's Statement of Access to Policies and Dossier](#)

[Ballot Continuing Appointment Review](#)

[Statement as to Ballot Count](#)

[Recommendation Form](#)

[Preparing a Dossier for Continuing Appointment – Faculty](#)

[Preparing a Dossier for Continuing Appointment – Chairperson](#)

[Preparing a Dossier for Continuing Appointment – Dean](#)

[Timeline](#)

[Flowchart](#)

Approved by the Faculty Council April 2022