



TEXAS TECH UNIVERSITY
College of Human Sciences

Hospitality & Retail Management™

Promotion & Tenure Policy **Date of Last Review: April, 2014** *Under Review*

PURPOSE

The purpose of this policy is to ensure that faculty members of the HRM Department have an understanding of standards and procedures concerning promotion and tenure.

REVIEW

Department of Hospitality and Retail Management Standards and Procedures for Promotion and Tenure will be formally reviewed by the faculty and administration every five years unless significant change is made to the university policy. The next formal review will be scheduled for **2018-19**.

POLICY

The Promotion and Tenure Policies established by the Department of Hospitality and Retail Management function within the context of the College of Human Sciences Guidelines found at: http://www.depts.ttu.edu/hs/faculty/handbook/faculty_performance_appraisal/promotion_and_tenure/. Should conflict occur between the policies of the department and those of the college, the operating policies and procedures of the college regarding Promotion and Tenure shall take precedent. The process of considering a faculty member for tenure must commence no later than the beginning of the sixth year of tenure-eligible employment and be completed before the end of the six-year probationary period. Determination of the maximum probationary period begins upon a faculty member's initial appointment to a tenure-eligible rank, calculated from September of the calendar year in which the appointment was made.

GENERAL CRITERIA

Teaching

The first step in the promotion and tenure procedure is an evaluation of the teaching effectiveness of the candidate. Only after an affirmative judgment as to teaching effectiveness has been made can serious consideration be given to an evaluation of scholarship and professional service. Unless determination is made that the candidate is an effective teacher--whether at the departmental or interdisciplinary level--promotion and tenure will not be granted.

Teaching performance of HRM faculty members (Promotion and Tenure candidates) shall be evaluated by students and by the College's Teaching Effectiveness Committee members who are required to evaluate all pre-tenure faculty members annually and will serve as peer evaluators. Teaching will be evaluated through the use of student evaluation scores and comments; course syllabi, and Teaching Effectiveness Committee evaluations. Additional

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evaluations from teaching colleagues, research associates, and former students may be submitted but are not required.

Research and Creative Activity

Research and creative activity are functions that serve to advance the discipline. A candidate may provide evidence of scholarly activities in a variety of methods: A record of having achieved refereed journal publications is an essential consideration in promotion and tenure decisions. Refereed presentations at professional meetings are an important component in the tenure consideration; however, they cannot substitute for scholarly publications in refereed journals. Patents, juried memberships in professional organizations, and other forms of scholarship will also be considered. All funded or formally approved research projects should be identified. Research supported by external funding sources shall be given greater consideration than research funded by the University. Additional research-related activity may include authoring books or book chapters and submitting research/journal proposals.

Professional Service and Community Engagement

- Involvement and participation in interdisciplinary professional activities with those outside the HRM Department is encouraged. Faculty members are expected to make professional contributions through service to the department, college, University, and discipline at large. These include service as advisers, committee members, task force members, and as actively participating members of the University. Discipline-related service to the state and region as well as society as a whole represents important contributions. Besides these traditional forms of service, community outreach and engagement has become an important focus of the university and is of particular value for a candidate. Service Learning is an excellent way to connect academic areas and community outreach within the university setting.

Participation in the activities of professional societies and organizations, especially through service in leadership roles, is a strong indication of professional commitment. Contributions through presentations and consultative services are regarded as further evidence of professional reputation. All such service and activities may include paid (compensated) as well as unpaid work on behalf of the profession.

STANDARDS FOR ACADEMIC RANKS

Assistant Professor

In accordance with Texas Tech University **OP 32.01**; in a tenure track, normally, one is appointed as an assistant professor. This initial appointment requires completion of the terminal academic degree (or its equivalent) defined by the department, as appropriate for the position to be held by the candidate, and an ability to teach effectively. Promise of growth in teaching, research, creative activity, service, and external funding that provides engagement of research with undergraduate and graduate students is also necessary.

Associate Professor

TTU OP 32.01; Promotion from the rank of assistant professor to associate professor, and a tenure decision at this level, requires:

- (1) A demonstrated record of effectiveness as a teacher at Texas Tech University;

- (2) A record of peer-reviewed publication and/or peer-reviewed creative activity that has contributed to the discipline or field of study, to the candidate's intellectual and artistic development, and to the quality of the department;
- (3) Generation of external funding, or earnest effort to do so, according to departmental tenure guidelines and commensurate with terms of the faculty member's letter of appointment;
- (4) A record of engagement of undergraduates or graduate students in research, scholarship, and creative activity in disciplines where such efforts are specified by departmental tenure guidelines;
- (5) A record of professional service that meets departmental tenure guidelines; and
- (6) Promise of growth in teaching and research or artistic and creative activity.

Professor

TTU OP 32.10; For promotion to the highest academic rank or a tenure decision at this level, the candidate's academic achievement and professional reputation should be superior and should have resulted in national and/or international recognition. This rank can be earned only by the faculty member who has demonstrated continued growth in, and has a cumulative record of, teaching effectiveness, substantial peer-reviewed publication and/or peer-reviewed creative activity, external funding of scholarship (for those disciplines where such funding is available and expected), engagement of undergraduates or graduate students in research, scholarship, and creative activity, support for those students (for those disciplines where such support is expected), and professional service, which may include outreach and engagement.

In addition, the HRM Department and the College of Human Sciences standards for promotion to Professor include the following requirements: eight (8) letters of support from peer reviewers outside the University must be obtained to help document the following:

- (1) National or international reputation in scholarly activities
- (2) Significance of professional leadership and service appropriate to the discipline at the department, college, university, state, and national level.

PROCEDURES

The department will adhere to the following tenure and promotion procedures.

- The department chairperson, in consultation with the faculty member, solicits letters from outside reviewers. Five letters are required for promotion to associate professor and eight are required for promotion to full professor. Letters must come from faculty of at least the same rank or higher and every effort should be made to obtain letters from faculty at peer institutions. Letters from outside reviewers are available to the applicant and are included in the dossier.
- The faculty member under consideration for tenure and/or promotion develops the dossier with guidance from the department chairperson. The faculty member will submit one hard copy of the dossier and appendices to the chairperson. All of the documents, including the appendices, will be downloaded as pdf files for the review process.

- All eligible members of the departmental Tenure and Promotion committee evaluate the dossier and complete separate ballots for tenure and promotion. The committee for tenure consideration shall be comprised of all tenured HRM faculty members. The committee for consideration of promotion shall be all HRM faculty members of equivalent or higher rank for which the applicant is to be considered. Excluded from this group are the chairperson and any department faculty who are members of the college Tenure and Promotion Committee.
- Two tenured graduate faculty members from outside the department shall also evaluate the dossier. These faculty members must be tenured and of equivalent or higher rank for the position which the applicant is to be considered. Appointments of non-departmental members will be made by the department chairperson with suggestions from the tenure/promotion faculty applicant.
- All internal and external committee members will complete a Committee Ballot form and submit it to the chairperson.
- All ballots are opened and counted by the chairperson and associate chairperson.
- The departmental vote is recorded on the Statement of Ballot Count and Ballot Summary forms.
- The chairperson writes an evaluation letter that is added to the original dossier and is available to the applicant.

The following completed documents will be forwarded to the Dean's Office:

- One copy of the HRM Department Promotion and Tenure Policy
- Ballot Summary Form that includes the vote of the appropriate faculty promotion/tenure committee and the chairperson's recommendation,
- Statement of Ballot Count
- Unsigned committee ballot/evaluation forms
- Separate committee comments

APPOINTMENT WITH TENURE

The initial appointment of a professor or associate professor with tenure must receive the recommendation of the Provost, received through designated university procedures for consideration of a faculty member for tenure. The president reviews the recommendation and if he/she agrees, recommends the appointment with tenure to the Board of Regents. Only the Board of Regents may grant tenure.