

**Guidelines for Tenure and Promotion Procedures
and Performance Expectations for Full Professors and Professors of Practice**

Department of Sociology, Anthropology, and Social Work (SASW)

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The department believes that it is crucial that faculty establish a strong record of teaching, service, and research for the purposes of tenure and promotion. Therefore, all faculty will be provided with and subject to these guidelines for tenure and promotion. It is the policy of the department for each discipline to outline expectations regarding teaching, service, and research expectations for tenure and promotion, of their respective faculty, for inclusion in this document.

This document, along with the Texas Tech University Tenure Policy OP 32.01, available at www.depts.ttu.edu/opmnaual/OP32.01.pdf and the College of Arts and Sciences Guidelines for Tenure and Promotion, available at www.depts.ttu.edu/artsandsciences/faculty/Documents/ASrevisedTP.pdf, serve as guidelines for tenure and promotion for SASW faculty.

All disciplines shall adhere to this decision-making process for tenure and promotion in the department, following these general procedures.

At appointment, each faculty member will receive a letter of hire, which outlines their responsibilities, as well as a copy of the TTU OP 32.01 and the college and department guidelines regarding tenure and promotion. A copy of this letter will be placed in the department file and forwarded to the Dean's office for inclusion in the college files.

Beginning in the first year of the appointment, each faculty member will submit an Annual Faculty Report to the Department Chair. This report will be followed by an individual meeting with the Department Chair to review the report and provided feedback, identifying strengths and weaknesses.

All tenured members of the SASW faculty shall have the duty and right to vote on tenure cases, while all SASW faculty at or above the rank being considered shall have the duty and right to vote on promotion cases.

3rd Year Review for Tenure-Track Faculty

During the 6th long semester following appointment to a tenure-track faculty position, a comprehensive evaluation of progress will be undertaken by the department. This section of this document, along with the College of Arts and Sciences Procedures for the Third-Year Review, available at

<http://www.depts.ttu.edu/artsandsciences/faculty/Documents/ThirdYearReviewProcessFinal122116.pdf>, govern the procedures for the 3rd year review. In the event of a conflict between this

document and the College of Arts and Sciences Procedures for the Third-Year Review, the college's procedures should be followed.

The following actions will be taken, based on the college's procedures:

Department Chair Appoints a 3rd Year Review Committee by the first day of classes in the tenure-track faculty member's fifth long semester. The Department Chair and the tenured members of the Executive Advisory Committee, in consultation with the candidate, will select three tenured faculty members, one each from the department's three programs, to serve on the Review Committee. Prior to the Review Committee's first meeting, the candidate may request that one member of the committee be replaced, in which case the Department Chair will select a replacement. The review committee member from the candidate's division serves as de-facto chair of the committee.

Department Chair ranks the outlets in which the candidate has published prior to January 20 of the candidate's sixth long semester. The Department Chair's rankings will be based on the scale in OP 32.01 Attachment B.

Candidate submits dossier to 3rd Year Review Committee and tenured faculty by January 20. The candidate will prepare his or her dossier, with assistance from the Chair of the Review Committee, as needed, following the specifications provided by the College of Arts and Sciences Procedures for the Third-Year Review.

3rd Year Review Committee reviews dossier and submits report to the Department Chair and tenured faculty by February 15. The committee will review the candidate's teaching, research/creative activity, and service to evaluate whether satisfactory progress is being made toward meeting the department's, college's, and university's expectations for the award of tenure. The Chair of the Review Committee will take the lead on assessing and summarizing the candidate's research. The committee will prepare, sign, and date a written report summarizing the candidate's progress toward tenure and promotion. The committee may, at its discretion, offer a unanimous (or split) recommendation to the department as to the candidate's satisfactory progress toward tenure at the point of third-year review. *Although the review committee prepares a summary report of the candidate's progress toward tenure, all tenured faculty are expected to review the candidate's dossier and make an individual assessment of the candidate's progress.*

Candidate is given an opportunity to respond by February 28. The candidate will be given the opportunity to respond to the report, and his or her signed and dated response, if any, will be made available to the tenured faculty.

The tenured faculty meet to consider the applicant's progress toward tenure by March 15. The Chair of the Review Committee will call and chair this meeting, at which the candidate will be invited to make a 15-minute presentation to the tenured faculty summarizing his or her past, present, and future research and commenting briefly on teaching and service. The tenured faculty will be given the opportunity to ask the candidate questions about the presentation and the candidate's dossier. After questions, the candidate will be dismissed, and the tenured faculty will

discuss the committee report, the dossier, and the candidate's progress toward tenure and promotion.

Tenured faculty vote on the applicant's progress toward tenure by March 15. Following the discussion at the meeting described above, the tenured faculty will vote by written ballot as to whether or not the faculty member up for review is making satisfactory progress toward tenure. Anonymous ballot comments may be submitted to the Department Chair **within three days of the vote but no later than March 15**, whichever comes first.

In the case of a positive vote: Per College of Arts and Sciences Procedures for the Third-Year Review, in the case of a positive majority vote (excluding abstentions), the Department Chair will notify the faculty member of the result of the vote and provide any comments expressed by the tenured faculty. *The Department Chair will provide a letter to the faculty member that explains the continued progress he/she is expected to make prior to tenure and promotion review.* The faculty member and the Department Chair will sign and date this letter, and a copy will be sent to the dean. The letter should be sent to the dean, and the Department Chair should meet with the Dean, by April 1 to discuss the case. The committee report, the vote tally, faculty comments, and the Department Chair's letter must be retained in the faculty member's file in the department. The third year report and the chair's letter will be included in the dossier at the time of tenure review.

In the case of a negative vote: In the case of a negative majority vote (excluding abstentions), the Department Chair will notify the faculty member of the result of the vote and provide any comments expressed by the tenured faculty. The Department Chair will meet with the dean to discuss the outcome of the vote. It is expected that they will meet before April 1. The Department Chair will issue a letter of non-reappointment before the end of the semester (to be defined as the day all final grades are due). The committee report, the vote tally, faculty comments, and the letter of non-reappointment must be retained in the faculty member's file in the department.

Tenure and/or Promotion Review for Tenure-Track Faculty

The following procedures apply to all ranks of faculty seeking tenure or promotion, including associate professors seeking promotion to full professor. Most commonly, assistant professors will go through tenure and promotion review simultaneously, however there may be cases where an assistant professor applies for promotion before tenure or an associate professor applies for tenure. The procedures that follow apply to all of those cases except where noted. The tenure/promotion review will begin and take place according to the timeline laid out in OP 32.01 and the College of Arts and Sciences Guidelines to Tenure and Promotion. In the case of an assistant professor going through tenure and promotion review simultaneously, the Department Chair must notify the candidate that he or she is up for review at the beginning of the spring semester of the 5th year of his or her probationary period.

The following actions will be taken, based on the college's procedures and OP 32.01:

Department Chair Appoints a Review Committee during the spring semester prior to the tenure/promotion review by March 1. For candidates seeking tenure and/or promotion to associate professor, the Department Chair and the tenured members of the Executive Advisory Committee, in consultation with the candidate, will select three tenured faculty members, one each from the department's three programs, to serve on the Review Committee. Prior to the Review Committee's first meeting, the candidate may request that one member of the committee be replaced, in which case the Department Chair will select a replacement. When the candidate is seeking tenure and promotion, the same committee will serve for both purposes. The Review Committee member from the candidate's program serves as de-facto chair of the committee. In the case of a candidate seeking promotion to full professor, the committee will consist of all full professors in the department. In that case, the Department Chair will designate which Review Committee member will serve as chair of the committee.

The Department Chair will provide the candidate with copies of the Texas Tech O.P. 32.01, the "College of Arts and Sciences Guidelines for Tenure and Promotion," and the Department's Tenure, Promotion, and Performance Guidelines by March 1 of the spring semester prior to the tenure/promotion review. A signed statement by the candidate verifying that she/he has seen these documents and has received a copy of the dossier must accompany the promotion dossier.

The Review Committee conducts a peer teaching evaluation of the candidate before the last class day of the spring semester prior to the tenure/promotion review. One or more of the Review Committee members will conduct a peer teaching review, following standard Department procedures, prior to the last class day of the spring semester. This review will become part of the Review Committee's report, described below.

The candidate will prepare his or her "core dossier" and collection of digital copies of representative publications and/or creative works by April 15 of the spring semester prior to the tenure/promotion review. With assistance from the Department Chair as needed, the candidate should prepare the elements listed in the Appendix and as described in the College of Arts and Sciences Procedures for the Tenure and Promotion and College of Arts & Sciences Format for Dossiers.

The chair of the Review Committee solicits external reviews by May 1 of the spring semester prior to the tenure/promotion review. To assist in the evaluation of this material, eight external reviewers will be consulted, three from a list supplied by the candidate, the other five to be identified by the Review Committee. The chair of the Review Committee should begin the process of contacting these individuals during the semester preceding the promotion vote. In addition to seeking an overview of the candidate's research contribution, the external reviewers will be asked to rank the publication outlets in accord with the scale in OP 32.01, Attachment B. The chair of the Review Committee will provide each external reviewer with a copy of the applicant's core dossier and collection of representative publications and/or creative works. External reviewers should return their letters to the chair of the Review Committee no later than the first day of class in August.

The candidate submits dossier by the first Friday in September. The candidate will make the elements listed in the Appendix and as described in the College of Arts and Sciences Procedures for the Tenure and Promotion and College of Arts & Sciences Format for Dossiers, available to the Department Chair and the Review Committee by the first Friday in September of the candidate's sixth year.

The Review Committee will meet and prepare a report by the third Friday in September. The Review Committee will assess the achievements of the candidate in the areas of teaching, research, and service using the materials in the dossier, the collection of representative publications and/or creative works, and the external letters. The report will include the teaching evaluation conducted in the prior spring semester. The Department Chair will make the candidate's annual faculty reviews as well as the Department Chair's ranking of publications available to the Review Committee. The Review Committee will prepare, sign, and date a written report summarizing the candidate's progress toward tenure and promotion. The committee may, at its discretion, offer a unanimous (or split) recommendation to the department as to the candidate's satisfactory progress toward tenure. The committee will submit this report to the Department Chair, who will make this report available to the candidate. The candidate will countersign the committee report and may submit comments to accompany it within one week of receiving the report.

Department Chair makes candidate's materials available to the faculty eligible to vote on the case by October 1. The Department Chair will make the applicant's dossier, the applicant's collection of representative publications and/or creative works, the letters from external reviewers, and the Review Committee's report available to the relevant faculty. *Although the Review Committee prepares a summary report of the candidate's eligibility for tenure and promotion, all faculty eligible to vote on the case are expected to review the candidate's dossier and make an individual assessment of the candidate's eligibility for tenure and promotion.*

The faculty who are eligible to vote meet to consider the applicant's progress toward tenure by the second Friday in October. The chair of the Review Committee will call and chair this meeting. At this meeting, the candidate will be invited to make a 25-minute presentation to the tenured faculty summarizing his or her past, present, and future research and commenting briefly on teaching and service. The tenured faculty will be given the opportunity to ask the candidate questions about the presentation and the candidate's dossier. After questions, the candidate will be dismissed, and the tenured faculty will discuss the committee report, the dossier, and the candidate's eligibility for tenure and promotion.

Following the discussion, the tenured faculty will vote by written ballot whether or not to recommend the candidate be awarded tenure and/or promotion. The vote will not take place at the meeting. If the candidate is seeking tenure and promotion, the two issues will be separate votes. The ballot and anonymous ballot comments may be submitted to the Department Chair within three days of the meeting.

Department Chair writes his or her letter by October 20. Following the vote, the Department Chair will write his or her own letter stating his or her recommendation and the reasons for this recommendation. The Department Chair may not have a separate vote as a member of the faculty

in the department *and may not abstain from making a recommendation*. The letter should note the faculty vote and departmental committee recommendation as well as any other consultation by the Department Chair in arriving at his/her recommendation. The Department Chair's letter should specifically address the research, scholarship, teaching, and professional service record of the candidate. A copy of this letter must be given to the candidate at the time the dossier is forwarded to the dean's office.

The Department Chair assembles and submits the final dossier by October 20. The Department Chair will then assemble the final dossier and submit it to the Dean of the College of Arts and Sciences including the items already listed along with the additional items listed in the Appendix and as described in the College of Arts and Sciences Procedures for the Tenure and Promotion and College of Arts & Sciences Format for Dossiers.

Appendix

This appendix may be updated without faculty vote by the Department Chair as needed to conform to OP 32.01 and the College of Arts & Sciences Format for Dossiers.

Items to be included in Core Dossier* by April 15 (updated May 3, 2017)

- Candidate's Curriculum Vitae
- Summary of Teaching Effectiveness
- Summary of Research and Creative Activities
- Summary of Professional Service
- Peer Evaluations
- Departmental Tenure and Promotion Guidelines

*Additionally, the candidate should submit a collection of digital copies of representative publications and/or creative works at same time as the core dossier.

Items to be included in dossier for department review by the first Friday in September (updated May 3, 2017)

- Cover page
- Statement of Access to Policies and Dossier
- Candidate Election of Tenure Policy
- Candidate's Curriculum Vitae
- Candidate's Original Letter Offer
- Basic Information
- Summary of Teaching Effectiveness
- Summary of Research and Creative Activities
- Summary of Professional Service
- Annual Reports, Chair Evaluations, and Third-year Review
- Peer Evaluations
- Departmental Tenure and Promotion Guidelines

Additional items to be included by the Department Chair in the final dossier, due October 20 (updated May 3, 2017)

- Department Chair's Letter
- Departmental Tenure and Promotion Review Committee Report
- Statement of Ballot Counts
- Information on Selection and Qualification of External Reviewers
- Letters from External Reviewers
- Unsigned Ballot Comments