Faculty Handbook
Operating Policy and Procedure

20.005 Selection/Promotion/Tenure/Reappointment of Faculty

SON OP: Selection of faculty is through a review process conducted by faculty which results in
recommendation to the Dean. Procedures for the selection process are designed to
insure that the widest possible applicant pool is reached in the interest of affirmative
action and equal employment opportunity and that all applicants receive equal
consideration.

PURPOSE: This section of the handbook shall be reviewed by the Dean, and the Faculty Assembly
by September 1st on odd-numbered years.

REVIEW: POLICY/PROCEDURE

Application and selection processes are the same regardless of tracks or ranks. Recommendation regarding
appointment is made by the Faculty Affairs Committee to the Dean.

An annual evaluation is completed that reflects job description. The Associate Dean recommends to the
Dean in regard to reappointment. Factors in the decision include both program needs of the GGHSON and
individual performance. The primary information considered in regard to faculty performance is the Faculty
Evaluation Summary. Faculty seeking promotion or tenure are expected to complete an in-depth evaluation in the
Spring before applying for promotion and/or tenure.

The regular reappointment recommendation is made following the annual evaluation and notification to faculty
regarding appointment status is made by letter at dates consistent with those stated in the Regents' policy on such
notification. This policy may be superseded by conditions of financial exigency or performance inconsistent with
rank. [refer to TTU Board of Regents Manual and HSC Operating Procedures indicated below.

According to Board of Regents rules [Chapter 04] "After a period of five (5) years of service in the non-tenure track at
the Assistant Professor level or three (3) years at the Associate Professor or Professor level, extended appointments
not to exceed five (5) years may be offered upon recommendation by Department Chair and approval of the Dean".

Post-tenure reviews are conducted according to Board Policy 60.03: Guidelines for Comprehensive Performance
Evaluation of Tenured Faculty and Faculty Receiving Academic Promotion (TTU Board of Regents Manual). Tenured
faculty are evaluated with the use of a peer panel at least every six years. The schedule of review timeframes is
established by the Faculty Assembly in collaboration with the Office of the Dean.

Pertinent references related to Establishing Rank and Tenure:


Pertinent references related to Comprehensive Performance Evaluation of Tenured Faculty and Faculty
Receiving Academic Promotions

See http://www.ttuhsc.edu/HSC/OP/OP60/op6003b.pdf

Developed: PSYW: po 8/81
Revised: JL 04-26-12
Application for Promotion Packet
Texas Tech University Health Sciences Center
Gayle Greve Hunt School of Nursing

Procedure for Faculty Promotion Review Flow Sheet

October 1
Faculty Assembly makes a general faculty announcement regarding promotion process and timelines. Applications can be requested from the Dean’s office.

January 15
Individual faculty member notifies the Chair of the Faculty Assembly of intention to seek promotion. At this time, the applicant will request a meeting with the chair to discuss questions and clarification regarding the development of their dossier.

June 1
Individual faculty member supplies the following data to the Faculty Assembly:
(If materials are not organized in this manner, they will be returned to the applicant.)

In accordance with decisions issued by the State of Texas Office of Attorney General regarding privacy of documents, TTUHSC acknowledges and maintains that all materials collected and/or generated as part of the Tenure and Promotion (T&P) packet constitute reports of a medical committee and/or medical peer review. As such, this confidential information is available solely to persons who are involved in the deliberative T&P process or those who review documentation at the behest of the T&P Committee. Once the faculty candidate submits the dossier, he/she shall not have access to the promotion packet. The prohibition against disclosing reports of a medical committee and/or medical peer review includes, but is not limited to the dossier, ballots, letters of reference, communications regarding the T&P process, recommendations by Department T&P Committee and Chair, the School T&P Committee, the Dean, the President, and Regents, respectively.

1. Dossier (categorized in three ring binder with tab dividers, no additional folders or organizers will be accepted):
   a. Dean/Associate Dean
   b. Faculty and Faculty Assembly Assessments (Attachment B)
   c. Summary Document (designated areas only) (Attachment C)
   d. Individual Analysis (Attachment E)
   e. Current Curriculum Vitae (Digital Measures)
   f. Solicited (external) or unsolicited (internal and/or external) letters of support
   g. Recent examples of scholarship (no more than three years old), acknowledgement of major institutional, state, national, or international awards/ accomplishments.
   h. Evaluation summaries of all years since last promotion or since appointment.
   i. Supporting documents such as publications, course materials, and documentation of service activities.

   Note: Candidates will include data in categories c through i. Categories a and b will be used to compile data after dossier has been submitted.
July 1 – August 31 Faculty of higher rank review and vote on whether criteria have been met. The written Peer Review documents will be incorporated into the candidate’s dossier. (See individual Faculty Recommendations Form)

September 1 – 15 Associate Dean reviews dossier and submit a letter of evaluation and recommendation to the Dean.

October 1-30 The Chair of Faculty Assembly shall schedule a meeting to review dossiers. The Chair shall complete a summative document detailing the Committee’s recommendation to the Dean.

November 1-30 Dean shall review the dossiers and complete a written recommendation to the President of the University.

December 1 Materials to President of Texas Tech University Health Sciences Center.

December 4 – 28 Review by President, Texas Tech University Health Sciences Center.

Feb – March Review and decision by Board of Regents.

Spring Dean shares Board of Regent’s decision with faculty applicant and Faculty Assembly.

Developed: TLL:po 10-81
Revised: FAC:gb 11-11-08
Revised/Adopted: JL 04-26-12
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
GAYLE GREVE HUNT SCHOOL OF NURSING

PROMOTION
INDIVIDUAL FACULTY Recommendation

Candidate:

Surname First Name Middle

Current Rank__________________

Focus:____ Research ____ Academics _____Clinical Service _____Patient Care Delivery

________________________ Recommend

________________________ Do Not Recommend the PROMOTION to:

________________________ No Opinion

JUSTIFICATION (must be provided for recommendation to be considered):

Teaching:

Research:

Clinical Service or Patient Care Delivery:

Scholarship:

Academically Related Public Service:

Other reasons for my recommendation or decision are as follows:

Name________________________ Signature________________________ Date________________________

Developed:FAC:kad:sh 06-20-05
Revised/Adopted: FAC:sh 05-18-09
Faculty Assembly Committee Summary

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
GAYLE GREVE HUNT SCHOOL OF NURSING

Faculty Assembly Committee
Summary of Comments and Recommendations

Candidate:

Surname First Name Middle Name

Current Rank:_____________

(Check one of the options below):

____________ Recommend

____________ Do Not Recommend

____________ No Opinion

Justification  (must be provided for recommendation to be considered):

Teaching:

Research:

Clinical Service or Patient Care Delivery:

Scholarship:

Academically Related Public Service:

Developed:FAC:kad 06-20-05
Revised/Adopted: JL 04-26-12
Candidate:

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<th>Surname</th>
<th>First Name</th>
<th>Middle Name</th>
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Current Rank: 

Number of full-time appointment years:

At previous appointments in all ranks at all institutions: 
At previous appointments at all other institutions with tenure: 
On this faculty at end of current calendar year: 
On this faculty at end of current calendar year at current rank: 
Current tenure status:
  In tenure track: 
  In non-tenure track: 
  Tenure has been granted at TTUHSC (list year) 

RECOMMENDATIONS

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Developed: FAC:kad 06-20-05
Most Current Revision/Adopted: JL 04-26-12
**Attachment D**

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

GAYLE GREVE HUNT SCHOOL OF NURSING

Application for Promotion

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<th>Name</th>
<th>Credentials</th>
<th>Date</th>
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Current Academic Rank

____ Tenure Track  ____ Non-Tenure Track  ____ Tenured

Focus:  _____Research  _____Practice  _____Academics  _____Patient Care Delivery

Date of Initial Appointment to Faculty

Date of Most Recent Promotion

Years in Current Rank as of Next September

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<th>Institution(s) Attended/Degree/Year</th>
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**Academic Experience**

**Major Accomplishments**

Developed: AEG/wt 01-04
Revised: KAD:sh 05-07
Revised/Adopted: FAC:kad:sh 05-18-09
INDIVIDUAL ANALYSIS

Applicant’s Name ______________________________

Promotion

Refer to Section IV of the *Faculty Handbook*. Site each criterion *by area* for the rank sought or tenure or both.

List all examples of documentation you wish the faculty to consider on this form. Identify the location of the documentation, for example, the exact pages/items on the curriculum vitae submitted or the section in the folders and titles/headings of information.

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Application for Tenure Packet
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January 15
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1. Dossier (categorized in the provided expandable folder with dividers, no additional folders or organizers will be accepted):
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   b. Faculty and Faculty Assembly Assessments
   c. Summary Sheet (designated areas only)
   d. Individual Analysis
   e. Current Curriculum Vitae
   f. Solicited (external) or unsolicited (internal and/or external) letters of support.
   g. Recent examples of scholarship (no more than three years old), acknowledgement of major institutional, state, national, or international awards/ accomplishments.
   h. Evaluation summaries of all years since last promotion or since appointment.
   i. Supporting documents such as publications, course materials, and documentation of service activities.

Note: Candidates will include data in categories c through i. Categories a and b will be used to compile data after dossier has been submitted.
July 1 – August 31  Faculty of higher rank review and vote on whether criteria have been met. Recommendations submitted to Faculty Asem Committee. (See Form A-2.)

October 1 – 30  The Chair of Faculty Assembly schedules a meeting to review dossiers. The Chair completes a summative document detailing the faculty’s recommendation to the Dean. (See Form B-1.)

November 1  Dean’s decision to the President.

December 1  Materials to President of Texas Tech University Health Sciences Center.

December 4 – 28  Review by President, Texas Tech University Health Sciences Center.

January 2-31  Review and decision by Office of Chancellor.

March  Review and decision by Board of Regents.

April  Dean shares Board of Regent’s decision with faculty applicant and Faculty Assembly.

Developed:TLL:po 10-81
Revised: JL  04-26-12
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
GAYLE GREVE HUNT SCHOOL OF NURSING
TENURE REVIEW
INDIVIDUAL FACULTY BALLOT

Candidate:

Surname ___________________________ First Name ___________________________ Middle Name ___________________________

_________ Favor

_________ Oppose granting TENURE to:

_________ Abstain ___________________________

Teaching:

Research, publication record, grants, etc.:

Service, administrative, committee work:

Clinical Service (if applicable):

Other reasons for my vote or abstention are as follows:

_____________________________ ___________________________ ______________
Name Signature Date
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

GAYLE GREVE HUNT SCHOOL OF NURSING

Faculty Assembly

Review Summary of Comments and Notes

Candidate:

Surname First Name Middle Name

Current Rank: __________________________

Vote (Check one of the options below):

Favor

Oppose

Abstain

granting TENURE to:

Justification (Must be provided for vote to count):

Teaching:

Research/Scholarly Activity:

Clinical Service (if applicable):

Service:
Candidate:

Surname First Name Middle Name

Current Rank: ________________________________

Number of full-time appointment years:

At previous appointments in all ranks at all institutions: ________
At previous appointments at all other institutions with tenure: ________
On this faculty at end of current calendar year: ________
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Current tenure status:
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Current Academic Rank:__________________________  _____Tenure Track

Focus:  _____Research  _____Clinical Service

Date of Initial Appointment to Faculty:__________________________

Date of Most Recent Promotion:__________________________

Years in Current Rank as of Next September:__________________________

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Academic Experience

Major Accomplishments
INDIVIDUAL ANALYSIS      Promotion

Refer to Section IV of the Faculty Handbook. Site each criterion by area for the rank sought or tenure or both.

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Applicant's Name______________________________
Establishing Rank and Tenure

See *Board of Regents Policy Manual*: [http://www.depts.ttu.edu/oppol/Chapter04.pdf](http://www.depts.ttu.edu/oppol/Chapter04.pdf)


**Comprehensive Performance Evaluation of Tenured Faculty and Faculty Receiving Academic Promotions**

See [http://www.ttuhsc.edu/HSC/OP/OP60/op6003b.pdf](http://www.ttuhsc.edu/HSC/OP/OP60/op6003b.pdf)