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: 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.

POLICY/PROCEDURE

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 This policy may be superseded by conditions of financial exigency or performance inconsistent with rank.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
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.)

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1. Dossier (categorized in the provided expandable folder with dividers, no additional folders or organizers will be accepted):
   a. Dean/Associate Dean
   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. 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
Individual Faculty Recommendation

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
Candidate:

Surname First Name Middle Name

Current Rank:______________

(Check one of the options below):

_____________ 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:

Developed: FAC:kad 06-20-05
Revised/Adopted: JL 04-26-12
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
GAYLE GREVE HUNT SCHOOL OF NURSING

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: __________
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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<thead>
<tr>
<th>EVALUATORS</th>
<th>FAVOR</th>
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<th>ABSTAIN</th>
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<td>Faculty Peer Review</td>
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<td>Dean of TTUHSC Gayle Greve Hunt School of Nursing</td>
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Developed: FAC:kad 06-20-05
Most Current Revision/Adopted: JL 04-26-12
**Name**

**Credentials**

**Date**

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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**Academic Experience**

**Major Accomplishments**

Developed:AEG/wt 01-04
Revised:KAD:sh 05-07
Revised/Adopted:FAC:kad:sh 05-18-09
Applicant's Name

INDIVIDUAL ANALYSIS 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
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

GAYLE GREVE HUNT SCHOOL OF NURSING

Procedure for Faculty Tenure 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 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 15

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.)

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   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.
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<td>October 1 – 30</td>
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<td>Review and decision by Office of Chancellor.</td>
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<tr>
<td>March</td>
<td>Review and decision by Board of Regents.</td>
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<tr>
<td>April</td>
<td>Dean shares Board of Regent’s decision with faculty applicant and Faculty Assembly.</td>
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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:

__________________________  Signature  ___________________________  

Name  Date
Candidate:

Surname First Name Middle Name

Current Rank:

Vote (Check one of the options below):

____________ Favor

____________ Oppose granting TENURE to:

____________ Abstain

Justification (Must be provided for vote to count):

Teaching:

Research/Scholarly Activity:

Clinical Service (if applicable):

Service:
### TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

**GAYLE GREVE HUNT SCHOOL OF NURSING**

**Summary Document**

Candidate:

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
<th>Middle Name</th>
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</table>

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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<tr>
<td>Associate Dean</td>
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<td>Faculty Assembly (ballot count) (signature)</td>
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Name:________________________ Credentials:________________________ Date:________________________

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**

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Applicant’s Name________________________________________
Establishing Rank and Tenure


Comprehensive Performance Evaluation of Tenured Faculty and Faculty Receiving Academic Promotions

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