Faculty Handbook
Operating Policy and Procedure

20.005 Selection/Promotion/Tenure/Reappointment of Faculty

SON OP:

PURPOSE:
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.

This section of the handbook shall be reviewed by the Dean, and the Faculty Council 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 or Assistant Dean as appropriate 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 This policy may be superseded by conditions of financial exigency or performance inconsistent with rank.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 Associate Dean or Assistant Dean as appropriate 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 Council 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 https://elpaso.ttuhsc.edu/opp/_documents/60/op6003.pdf

Developed:PSYW:po 8/81
Revised/Adopted: FAC/FC 12-16-20
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 Council 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 council 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/portfolio.

Feb-July 30  Work on Dossier/portfolio.

July 30  Individual faculty member supplies the following data to the Faculty Council: (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/portfolio, 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 or Assistant Dean
   b. Faculty and Faculty Council 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.
Aug 1-Sept 15  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 15-30  Associate Dean reviews dossier and submit a letter of evaluation and recommendation to the Dean.

October 1-31  The Chair of Faculty Council shall schedule a meeting to review dossiers/portfolios. The Chair shall complete a summative document detailing the Committee’s recommendation to the Dean.

November 1-30  Dean shall review the dossiers/portfolios 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 Council
Candidate: ____________________________________________
Surname First Name Middle
Current Rank ____________________________
Focus: ______ Research ______ Academics ______ Clinical Service ______ Patient Care Delivery

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:

Other reasons for my recommendation or decision are as follows:

Name ____________________________ Signature ____________________________ Date ____________________________

Developed: PSYW:po 8/81
Revised/Adopted: FAC/FC 12-16-20
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: PSYW:po 8/81
Revised/Adopted: FAC/FC 12-16-20
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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Developed: PSYW:po 8/81
Revised/Adopted: FAC/FC 12-16-20
## Application for Promotion

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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 ____________________________

### Institution(s) Attended/Degree/Year

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### Academic Experience

### Major Accomplishments
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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## Individual Analysis, continued

Applicant's Name __________________________

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Application for Tenure Packet
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

GAYLE GREVE HUNT SCHOOL OF NURSING

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Developed:PSYW:po 8/81
Revised/Adopted: FAC/FC 12-16-20
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 ________________  Date ________________

_________________________  Signature ________________  Date ________________

_________________________  Signature ________________  Date ________________

_________________________  Signature ________________  Date ________________

Name ________________
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
GAYLE GREVE HUNT SCHOOL OF NURSING
Faculty Council
Review Summary of Comments and Notes

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:
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:
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GAYLE GREVE HUNT SCHOOL OF NURSING

Application for Tenure Summary Sheet

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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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Applicant’s Name ________________________________
Faculty Handbook
Operating Policy and Procedure

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)