



## **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 Council by September 1<sup>st</sup> 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 This policy may be superseded by conditions of financial exigency or performance inconsistent with rank.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:**

See *Board of Regents Policy Manual*: <http://www.depts.ttu.edu/oppol/Chapter04.pdf>

See *HSC Operating Policies and Procedures*: <http://www.ttuhscc.edu/HSC/OP/OP60/op6001.pdf>

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

See <http://www.ttuhscc.edu/HSC/OP/OP60/op6003b.pdf>

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

**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

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

**Attachment A**

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

\_\_\_\_\_  
No Opinion

the PROMOTION to:

\_\_\_\_\_

**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

**Attachment B**

Faculty Assembly Committee Summary

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

**Faculty Council 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

the PROMOTION to:

\_\_\_\_\_

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

Teaching:

Research:

Clinical Service or Patient Care Delivery:

Scholarship:

Academically Related Public Service:

Attachment C

Signature Document

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

Summary Document

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

EVALUATORS	FAVOR	OPPOSE	ABSTAIN
Faculty Peer Review (recommendation count)			
Educational Program Departmental Chair (signature)			
Faculty Council Chair (recommendation count) (signature)			
Dean of TTUHSC Gayle Greve Hunt School of Nursing (signature)			
President (signature)			

Attachment D

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

GAYLE GREVE HUNT SCHOOL OF NURSING

Application for Promotion

<b>Name</b> _____	<b>Credentials</b> _____	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 _____		

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

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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Performance Area	Criterion	Source

**Individual Analysis, continued**

Applicant's Name \_\_\_\_\_

Performance Area	Criterion	Source

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**GAYLE GREVE HUNT SCHOOL OF NURSING**

**Application for Tenure Packet**

## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

### GAYLE GREVE HUNT SCHOOL OF NURSING

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  - 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.
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- Spring Dean shares Board of Regent's decision with faculty applicant and Faculty Council

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

\_\_\_\_\_ Abstain

granting TENURE to:

\_\_\_\_\_

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 Council**

**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:

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**GAYLE GREVE HUNT SCHOOL OF NURSING**

**Summary Document**

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**

<b>EVALUATORS</b>	<b>FAVOR</b>	<b>OPPOSE</b>	<b>ABSTAIN</b>
Faculty Peer Review (ballot count)			
Associate Dean			
Faculty Council (ballot count) (signature)			
Dean of Gayle Greve Hunt School of Nursing (signature)			
President (signature)			



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

GAYLE GREVE HUNT SCHOOL OF NURSING

Application for Tenure Summary Sheet

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: \_\_\_\_\_

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

**Academic Experience**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Major Accomplishments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

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Performance Area	Criterion	Source

Applicant's Name \_\_\_\_\_

Performance Area	Criterion	Source

**Faculty Handbook  
Operating Policy and Procedure**

**Establishing Rank and Tenure**

See *Board of Regents Policy Manual*: <http://www.depts.ttu.edu/oppol/Chapter04.pdf>

See *HSC Operating Policies and Procedures*: <http://www.ttuhs.edu/HSC/OP/OP60/op6001.pdf>

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

See <http://www.ttuhs.edu/HSC/OP/OP60/op6003b.pdf>