TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Paul L. Foster School of Medicine

PRE-TENURE and/or PROMOTION REVIEW PROCEDURE

PURPOSE

To provide faculty members with peers' objective feedback of their progress toward tenure and/or promotion.

INTRODUCTION

Faculty facing promotion and/or tenure in TTUHSC Paul L. Foster School of Medicine departments should have a prior assessment of their progress toward these goals. To that end, each department may perform a pre-tenure and/or promotion review of faculty. All reviews shall address cumulative accomplishments in teaching, advising and serving students, in research/scholarly/creative activity, and in service. The review is intended to be informative, and to be encouraging to faculty who are making solid progress toward tenure and promotion, instructional to faculty who may need to improve in selected areas of performance, and cautionary to faculty where progress is significantly lacking. The aim of the review is to provide information that will assist the non-tenured faculty member seeking pre-tenure and/or promotion and to the tenured faculty member seeking promotion while there is time for changes in orientation and activity, if needed, of the individual involved.

This pre-tenure and/or promotion review is not intended to replace the responsibility of the Department Chairs to include an examination of progress toward pre-tenure and/or promotion as part of the annual evaluation of all faculty members. This pre-tenure/promotion review is non-binding and is intended to give faculty some indication of their progress.

POLICY

This peer review process is mandatory for faculty on the tenure track and strongly encouraged for faculty on the non-tenure track.

PROCEDURE

1. The Associate Dean for Faculty Affairs and Development will provide a timetable for each newly hired faculty member with regards to the approximate year of the tenure/promotion decision and the midpoint of that term. For example, the maximum probationary period for awarding tenure and promotion to an Assistant Professor is 7 years. Therefore, the midpoint will be no later than 3 years. Assistant Professors with probationary credit of one year and two years will be reviewed in the second and third year, respectively. However, faculty can request a pre-tenure and/or promotion review at any time, including follow-up reviews. It will not be necessary to have a mid-course review for faculty hired with three or more year's credit. In these cases, such a review of accomplishments in previous positions should be part of the hiring decision.

2. During **February** of the review year, the Department Chair and eligible candidates will be notified by the Associate Dean for Faculty Affairs and Development that a pre-

tenure and/or promotion review is required for tenure-track faculty members and strongly encouraged for non-tenure track faculty members. The following documents will be included with the notification: *Paul L. Foster School of Medicine Guidelines for Faculty Appointment, Tenure and Promotion* and Pre-Tenure and/or Promotion Application.

3. Candidates will send confirmation of participation/declination to the Office of Faculty Affairs two (2) weeks after receipt of the above notification. A non-tenure track faculty member can decline participation in the mid-cycle review by signing the *Pre-Tenure and/or Promotion Review Form Declining Participation*.

4. The deadline for submission of the Pre-Tenure and/or Promotion Application Form or the declination form is **March 31 of the evaluation year**. The completed application or declination form will be submitted to the Office of Faculty Affairs by the faculty candidate.

5. The Department Chair will assemble a pre-tenure and/or promotion committee and appoint a committee chair. The membership of each faculty review committee will consist of all members of the department faculty who hold academic ranks that are higher than that of the faculty applicant. That is, all Professors consider those cases involving all ranks; Professors and Associate Professors consider those cases involving promotion to the rank of Associate Professor; and all tenured faculty members consider tenure decisions.

   In the cases of small departments where it is not possible to form a review committee of at least three departmental faculty members, the Chair in consultation with the Associate Dean for Faculty Affairs and Development will choose a committee of at least three faculty of appropriate rank from other departments.

6. In addition to review by the pre-tenure and/or promotion department committee review, each application will be reviewed by two (2) members of the Committee on Faculty Appointments, Tenure and Promotion, and Comprehensive Performance Evaluation (CFAPTA).

7. The department review committee and CFAPTA members will be given access to the candidate's Pre-Tenure and/or Promotion Application via a secured Sharepoint site. Committee members will be asked to evaluate the application with the same rigor as they examine regular tenure/promotion portfolios according to the *PLFSOM Guidelines for Faculty Appointment, Tenure and Promotion.* Each committee member will be required to submit a Pre-Tenure and/or Promotion Confidentiality Form prior to being granted access to the Sharepoint system.

8. The department review committee members and CFAPTA members are asked to complete a peer evaluation form. To ensure an accurate outcome, it is important that the committee vote on the portfolio as it is presented, rather than on projected productivity of the candidate.

Three outcomes of the vote are possible:

(i) The candidate is "on track" for tenure/promotion
(ii) The candidate is "off track" but lacking in only one or two areas.
(iii) The candidate is "off track" and lacking in several areas.

In the case of a vote of "off track," the specific areas in which the candidate was found lacking should be identified on the evaluation forms.

9. The department review committee chair collects the evaluation forms from the department review committee members and submits them to the Office of Faculty Affairs. Likewise, the CFAPTA members will submit their evaluation forms to the Office of Faculty Affairs. The evaluation forms must be returned to the Office of Faculty Affairs by April 18th.

10. The Associate Dean for Faculty Affairs and Development will prepare a summary of the peer-evaluation forms and provides the report to the Department Chair. It is important to emphasize that these evaluations are not binding for final tenure/promotion decisions.

    The pre-tenure and/or promotion review will provide a reasonable assessment of candidates that will aid in designing individual development programs. The outcome of the pre-tenure and/or promotion review will generate different degrees of remediation:

    (i) A vote of "on track" would require only ongoing reinforcement of a candidate's existing strengths.

    (ii) A vote of "off track" with one or two shortfalls might require minimal remediation if the candidate has potential of addressing these points in due time.

    (iii) A vote of "off track" is more serious. In this circumstance, the Chair and Associate Dean for Faculty Affairs and Development should consult with the candidate to design a program to ameliorate the identified shortcomings.

11. **"Off-Track"** Results: It is the responsibility of the Department Chair, in collaboration with the Associate Dean for Faculty Affairs and Development, to design a program for development of each faculty member whose review results in a designation of "off-track." The Associate Dean for Faculty Affairs and Development will arrange a meeting with the Department Chair to discuss the results of the pre-tenure and/or promotion review and develop a remediation program. The Department Chair will meet with the faculty member under review to discuss the outcome of the pre-tenure and/or promotion review and describe the recommended remediation program.

    "**On-Track" Results**: For faculty members whose review results in a designation of "on track," the Department Chair will meet with the faculty member to review the summary report and provide her/him with a copy.