

### Mid-Tenure Peer Review Policy

The following is the process and procedures for Mid-Tenure Peer Review (MTPR) for all tenure-track faculty.

This College of Architecture (CoA) Operating Procedure (OP) will be evaluated in January of each odd numbered year by a committee set up by the CoA Associate Dean of Academics or each time the TTU OP 32.01 is changed.

#### Definitions

- Dean – refers to the Dean of the College of Architecture.
- Tenured Administrator - refers to the CoA Administrator (identified by the Dean) responsible for the administration of the Mid-Tenure Peer Review policy.
- Candidate – refers to the tenure-track faculty being reviewed.
- Committee – refers to the Candidate's Mid-Tenure Peer Review Committee.

#### Policy

1. Tenure-track faculty members (Candidates) shall be reviewed on their progress in Teaching, Creative Activity/Scholarly Activity/Research, and Service. This review shall be based on the criteria set forth in Texas Tech University's O.P. 32.01: The Promotion and Tenure Standards and Procedures and O.P. 32.32: Performance Evaluations of Faculty. In addition it shall include the College of Architecture's policies Standards and Procedures for Tenure and Promotion (October 7, 2008) and Performance Evaluations of Faculty (September 1, 1998). The Candidate shall submit evidence supporting their progress towards achieving the criteria described in the above referenced documents.
2. This review shall be completed in the candidate's 6th semester of a tenure-track appointment at Texas Tech University. The faculty member shall be notified of this review by the Administrator no later than the 10<sup>th</sup> week of their 4<sup>th</sup> semester of appointment, and a Mid-Tenure Peer Review Committee (Committee) established no later than the 14<sup>th</sup> week of the 4<sup>th</sup> semester.
3. The Administrator in consultation with the Candidate, shall select a Committee of three (3) tenured faculty members not holding an administrative position, and shall also select the chair of this committee. If the Administrator and the Candidate are unable to agree on committee members, then the Dean shall be called on to mediate.
4. The candidate's mentor(s) will not be included on the Committee. A Mentors' Review Letter of the candidate's progress shall be included in the review dossier.
5. The Committee shall meet with the Candidate and discuss the process, procedure and establish a time table for submittal and review. This meeting will take place no later than the 3<sup>rd</sup> week of the 5<sup>th</sup> semester of employment.
6. The Candidate shall submit evidence of significant progress towards meeting the criteria for tenure as described in item 1. This evidence shall be submitted to the Committee in the form of a dossier. The Candidate shall submit this dossier to the Committee by the second week of 6<sup>th</sup> semester of employment.
7. Upon the completion of the Mid-Tenure Dossier, the Committee shall make the candidate's dossier available to the tenured faculty at large for review.
8. This Mid-Tenure Dossier shall follow in general the Promotion and Tenure Dossier Format set out in the TTU, O.P. 32.01 Attachment A (08 Dec 2009). The dossier shall include:
  - a. Vita with the Administrator's rating of publications and creative activities. (See Supporting Information in O.P. 32.01, Attachment A for details.)

- b. Solicited and Unsolicited Letters. (This includes the Mentors' Review Letter to the Administrator on the Candidates progress towards tenure in Teaching, Creative Activity/Scholarly Activity/Research and Service.)
  - c. Summaries of Teaching Effectiveness, Research and Creative Activity and Professional Service as described in O.P. 32.01, Attachment A.
  - d. Documentation of Teaching Effectiveness, Research/ Scholarly Activity/Creative Activity and Service
  - e. Annual Faculty Reports and the CoA's Performance Evaluations of Faculty as set out in O.P. 32.32.
  - f. Additional evidence as necessary.
9. Upon review of the Mid-Tenure Dossier the Committee will meet with the Candidate to discuss its recommendations and if necessary, to get clarifications from the Candidate.
10. Based on the Mid-Tenure Dossier and meetings with the Candidate, the Committee shall write and submit a report to the Administrator with copies to the Candidate no later than the 12th week of the semester of the candidate's review. The report shall focus on the Candidate's progress towards obtaining tenure and include a review of the strengths and weaknesses of the Candidate's Teaching, Research/Creative Activity/Scholarly Activity and Service. In addition, the report will include recommendations and actions that the CoA Administration and/or the Candidate might take to improve the faculty's development and fulfillment of tenure requirements.
11. Prompt and full communication is essential. The following actions shall occur:
- a. The written report completed by the Committee shall be signed by the Committee members, the Administrator, and the Candidate as evidence the evaluation is known to all concerned.
  - b. If the Candidate does not agree with the Committee's report, then a meeting will be held with the Candidate, the Administrator and the Committee to discuss the report. This meeting will take place prior to any other action. After this meeting the Committee may submit an amended report.
  - c. If the meeting in 11b is not satisfactory, then the Candidate may make a written appeal to the Dean's Office. This must be initiated within 30 working days of the meeting in 11b.
  - d. The Dean must provide a written response to the Candidate and the Committee on any appeal within 30 working days of the appeal.
  - e. Any further action will be subject to the university's faculty grievance procedures and tenure policy as described in OP 32.05.