



JOHN V. ROACH
HONORS COLLEGE



Policy on Appointment, Renewal, and Promotion of Professors of Professional Practice

The John V. Roach Honors College (hereafter JVRHC) is committed to ensuring a fair and open review process for all colleagues seeking promotion. To this end, the JVRHC bears the responsibility for acquiring external reviews of each candidate's work and for producing thorough assessments of the candidate's portfolio based on the evaluative categories and criteria articulated below. The JVRHC further affirms that the promotion review process should be as transparent as possible and should take into account the changing cultures of scholarship and pedagogy, including interdisciplinary and collaborative work and the use of technology in research production and course development. It also recognizes that there is no single institutional or professional profile to which all candidates must adhere and that each candidate should have the opportunity to demonstrate his or her individual strengths and accomplishments.

Faculty members with PPP appointments in the JVRHC must obtain the approved JVRHC "Policy on Appointment and Promotion of Professors of Professional Practice" and seek any desired clarifications or recommendations regarding the College's promotion process or criteria from the JVRHC Dean or Associate Dean.

JVRHC policies regarding PPP promotion follow the guidelines set forth in the *TCU Handbook for Faculty and Staff* and the TCU "Policy on Employment of Professors of Professional Practice."

I. Duties and Rights of Professors of Professional Practice

The responsibilities of Professors of Professional Practice in the John V. Roach Honors College (hereafter JVRHC) typically include the instruction and mentoring of students, professional development, and service to the College and the University.

Professors of Professional Practice in the JVRHC are expected to engage in ongoing pedagogical and professional development in their areas of instruction and academic expertise, to participate fully in the governance of the JVRHC and the University, and to conduct themselves in accordance with the Statement on Professional Ethics approved by the TCU Faculty Senate (see *Handbook for TCU Faculty and Staff*). The normal teaching load is nine credit hours per semester. Teaching assignments are determined in consultation with the JVRHC Associate Dean and in response to the curricular needs of the College.

In general, JVRHC Professors of Professional Practice enjoy the same rights and privileges as JVRHC tenured/tenure-track faculty, e.g.,

- equal access to lower- and upper-division teaching assignments in the JVRHC;
- equal access to JVRHC faculty resources, including student assistant support and travel funds to support professional development;
- equal access to merit and promotion raises;
- equal access to University family and medical leave policies; and
- equal access to memberships on College and University committees and the TCU Faculty Senate.

JVRHC PPPs enjoy full voting rights in all College and University matters including the hiring of tenure-track faculty members with the sole exception of decisions concerning the renewal, tenure, or promotion of tenured or tenure-track faculty.

II. Individual Review Committees

Because permanent members of the JVRHC faculty have no “home departments,” the JVRHC Dean (in consultation with the Associate Dean and the Honors College Advisory Committee) appoints an Individual Review Committee (IRC) for each permanent faculty member. The IRC serves as the “departmental faculty” for each JVRHC faculty member. For Professors of Professional Practice, this departmental role is twofold:

- the IRC provides peer review and guidance on the faculty member’s professional development and progress toward promotion; and
- the IRC advises the Associate Dean on recommendations for promotion, a role analogous to a departmental advisory committee.

The IRC for each Professor of Professional Practice consists of three members: the JVRHC Associate Dean and two full-time TCU faculty members whose areas of expertise or experience recommend them as peers and mentors to the faculty member – at least one of whom must be an Associate or Full PPP.

III. Advisory Structure for PPP Promotions

The JVRHC adheres to the standard two-tier promotion review process, wherein:

- department-level review is provided by the JVRHC Associate Dean and the faculty member’s Individual Review Committee; and
- College-level review, for cases involving Professors of Professional Practice, is provided by the JVRHC Dean and an ad hoc JVRHC Tenure and Promotion Committee consisting of all eligible tenured members of the JVRHC faculty, all eligible JVRHC Associate or Full PPPs, and all eligible tenured members of the Honors College Advisory Council.

In carrying out their respective roles in the tenure/promotion process, the IRC and Honors College Tenure and Promotion Committee will follow the “Functions and Procedures” of faculty

advisory committees set forth in the *TCU Handbook for Faculty and Staff*. With regard to faculty eligibility to serve on advisory committees, no faculty member may serve concurrently on more than one advisory committee.

IV. Criteria for Evaluating Faculty Performance

The evaluation of JVRHC PPPs for reappointment and promotion will be based on the following criteria:

- Teaching
- Professional development
- Service to college, university, profession, and community
- Student interaction
- Professional ethics

Teaching

The *TCU Handbook for Faculty and Staff* states: “(t)he instruction of students is the first purpose of the University and the prime responsibility of every faculty member.” In the JVRHC, all faculty members will be knowledgeable in their fields, demonstrate effective pedagogy, maintain an awareness of disciplinary developments, and communicate effectively with their students. They will at all times be conscientious, helpful, and responsible teachers who are committed to TCU’s core academic mission and values.

The JVRHC affirms that teaching effectiveness can be assessed using a variety of tools and indicators including student evaluations, self- and peer assessments, classroom observations, evidence of teaching innovation, development of service learning and/or community engagement components, teaching awards or other recognitions, and course-related documents including syllabi, assignments, exams, statements of student outcomes, samples of student work, and a statement of the candidate’s teaching philosophy. When preparing their dossiers for tenure and/or promotion, candidates are strongly encouraged to include a teaching dossier that includes course-related documents and two or more of the above tools. As teaching is an act of academic leadership, all JVRHC faculty members are expected to demonstrate an unswerving commitment to excellence and achievement in their pedagogy.

Professional Development

All JVRHC faculty members are expected to remain cognizant of new, relevant professional knowledge, skills, and developments within their disciplines and fields of specialization, particularly those in which they teach. Professional development activity is defined as activity beyond one’s normal teaching and service duties that results in changes and improvements in one’s teaching, enhances one’s professional knowledge and engagement within one’s area(s) of disciplinary inquiry, or increases one’s efficacy or knowledge as an academic citizen. Evidence of professional development activity would include:

- participation in academic conferences, workshops, or seminars in order to adopt new teaching strategies, pedagogical approaches, or educational technology;

- scholarly writing (including pedagogical inquiry or scholarship of teaching and learning);
- academic coursework or self-directed reading;
- editorships or peer reviews of academic work;
- leadership in professional organizations; or
- grant writing (internal or external).

Service

Service is a form of academic leadership, and service to one's profession, institution, and community is an essential part of a faculty member's professional responsibility. In the context of the campus community, service is a vital part of each faculty member's university citizenship. Service in professional areas, such as in regional and national organizations, is a useful indicator of a faculty member's reputation. Professors of Professional Practice in the JVRHC are expected to work with the Dean, Associate Dean, and members of their IRC to identify appropriate service opportunities. JVRHC PPPs who hold administrative positions should include administrative work in reporting their service contributions to the College and University. The absence of appropriate service or active university citizenship will adversely affect personnel decisions.

Student Interaction

Student interaction includes various forms of student/faculty interaction, such as academic advising, research mentoring, career counseling, or participation in co-curricular activities, student organizations, or special projects. All faculty members in the JVRHC are expected to develop areas of student interaction appropriate to their interests and areas of specialization.

Professional Ethics

Professors of Professional Practice are expected to conduct themselves in accordance with the Statement on Professional Ethics in the *TCU Handbook for Faculty and Staff*.

V. Appointment, Reappointment, and Non-Renewal

Qualified individuals may be appointed to the rank of Assistant Professor of Professional Practice, Associate Professor of Professional Practice, or Full Professor of Professional Practice. Such persons will normally hold a Ph.D. or terminal degree in their field of expertise and have university-level teaching, administrative experience and/or appropriate professional experience. When determining qualifications for appointment, the College will give primary consideration to the highest earned degree, and in all cases according to the guidelines of the Southern Association of Colleges and Schools.

All PPP positions are full-time, non-tenure track appointments. Renewals are extended at the University's discretion, with no limit to the number of renewals.

An appointee with less than five years of university-level teaching, administrative experience, and/or professional experience beyond the terminal degree will normally be appointed as an

Assistant Professor of Professional Practice. A person appointed as Associate Professor of Professional Practice will normally hold a terminal degree and have five or more years of university-level teaching, administrative experience and/or professional experience. A person appointed as Full Professor of Professional Practice will normally hold a terminal degree and have a minimum of ten years of appropriate experience.

If the performance of a Professor of Professional Practice is found to be unsatisfactory (based on their teaching performance, or based on the totality of their performance in teaching, professional development, service, student interaction, and professional ethics), the JVRHC must formally review the faculty member and provide the faculty member with a written copy of the review during the following academic year. If the faculty member's performance is again found to be unsatisfactory, a recommendation may be made for the non-renewal of the faculty member's contract by the Dean of the JVRHC, in consultation with the Associate Dean and the JVRHC Tenure and Promotion Committee. The Provost must give written notice of non-renewal in advance of the expiration of the PPP's appointment in accordance with the dates specified the *TCU Handbook for Faculty and Staff*.

VI. Promotion in Rank

Professors of Professional Practice may seek promotions in rank, but neither promotion nor pursuit of promotion is required for continued employment. Professors of Professional Practice whose application for promotion is denied will retain their current ranks and may reapply for promotion in the future.

As a general rule, more than five years of service as an Assistant PPP at TCU is expected before consideration for promotion to Associate PPP, and more than five years of service as an Associate PPP at TCU is expected before consideration for promotion to Full PPP.

Absolute quantitative weightings for the various categories of faculty activity are not possible. Every candidate's tenure and promotion dossier should be assessed on its own merits and not by rigid formulas and standards. While teaching and professional development will be given greater emphasis than service and other activities in considering a PPP's eligibility for promotion, candidates are urged to highlight their individual activities in all areas of professional activity.

External evaluation letters (provided by academic peers external to the JVRHC) are a vital component in the evaluation of a PPP's teaching, professional development, and service. For promotion to Associate PPP, the JVRHC Associate Dean, in consultation with the Dean, will secure a minimum of three external letters (including at least one letter from a person recommended by the faculty member). For promotion to Full PPP, a minimum of five external letters will be required (including at least two letters from persons recommended by the faculty member). The focal points of individual letters will vary according to the writer's knowledge of the candidate's work; yet collectively the candidate's letters should illuminate the quality and

significance of the candidate's teaching and service contributions and professional development activities. (For further details on the protocols for identifying and contacting external reviewers, see "Honors College Guidelines for External Evaluation Letters.")

Promotion to Associate PPP

The main requirements for promotion to Associate Professor of Professional Practice in the JVRHC are sustained growth and demonstrated excellence in teaching. Candidates must also demonstrate ongoing professional development, active service to the College and University, effective student engagement, and conduct in accord with the TCU Statement on Professional Ethics.

Promotion to Full PPP

The main requirements for promotion to Full Professor of Professional Practice in the JVRHC are sustained growth and demonstrated excellence in teaching. Candidates must also demonstrate ongoing professional development, active service to the College and University, effective student engagement, and conduct in accord with the TCU Statement on Professional Ethics. One's overall record in all of these areas is important but particular attention should be paid to achievements since promotion to Associate PPP.

VII. The Promotion Process

In all promotion matters, the JVRHC follows the procedures outlined on the Provost's annual tenure and promotion calendar and in the *Handbook for TCU Faculty and Staff*. The application/review process for PPP promotions in the JVRHC will proceed as follows:

End of spring semester (May)

- By May 1, the faculty member submits to the JVRHC Associate Dean a written notification of his/her desire to be considered for promotion.
- By May 15, the faculty member submits to the JVRHC Associate Dean the names of individuals who might serve as external reviewers along with a set of materials for external review (see "Honors College Guidelines for External Evaluation Letters").
- By June 1, in consultation with the JVRHC Dean and the faculty member's Individual Review Committee, the Associate Dean solicits evaluative letters from faculty members outside the JVRHC. For promotion to Associate PPP, at least three external letters will be secured (including at least one letter from a person on the faculty member's list). For promotion to Full PPP, at least five external letters will be secured (including at least two letters from persons on the faculty member's list).

Early September

- The faculty member submits an updated and complete dossier to the Associate Dean (see "Honors College Tenure and Promotion File Format").

Late September/early October

- The Associate Dean reviews the faculty member's dossier, sends the IRC (in its role as "departmental advisory committee") a preliminary recommendation on the faculty member's promotion, then meets with the IRC to discuss the recommendation.
- The IRC issues in writing its judgment of the Associate Dean's recommendation.
- The Associate Dean writes a final recommendation to the Dean, including the judgment of the IRC, and shares this document with the IRC.
- If a majority of the IRC disagrees with the Associate Dean's final recommendation, the Committee may write a separate letter to the Dean stating its reasons for dissent.

November/December/January

- The Dean reviews the faculty member's dossier and issues a preliminary recommendation to the College Tenure/Promotion Committee.
- The College Tenure/Promotion Committee reviews the faculty member's dossier and meets with the Dean to discuss the Dean's recommendation.
- The College Tenure/Promotion Committee issues in writing its judgment of the Dean's recommendation.
- The Dean writes a final recommendation to the Provost, including the judgment of the College Tenure/Promotion Committee, and shares this document with the IRC.
- If a majority of the College Tenure/Promotion Committee disagrees with the Dean's final recommendation, the Committee may write a separate letter to the Provost stating its reasons for dissent.

VIII. Emendation Policy

To ensure that the JVRHC tenure and promotion review process remains fair and robust, this document (and other Honors College documents pertaining to tenure or promotion) will be subject to periodic review and emendation. All emendations will require a majority vote of the Honors College Tenure and Promotion Committee (defined above). Approved emendations will take effect on May 1 of the academic year in which they are approved.

Approved by the Honors College faculty and Honors College Council (January 2019)

Approved by Provost Nowell Donovan (February 2019)