



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 a multidisciplinary learning community in which intellectual inquiry and inclusive excellence are a way of life. The JVRHC is committed to the professional development and advancement of all JVRHC core faculty members. JVRHC faculty members are expected to demonstrate significant, ongoing accomplishment in all areas of their work, in keeping with the policies and guidelines articulated in the *TCU Handbook for Faculty and Staff*. At the same time, the JVRHC recognizes that there is no single profile of accomplishment to which all candidates must adhere and is committed to affording each candidate the opportunity to demonstrate their individual strengths and contributions.

Faculty members appointed as Professors of Professional Practice (PPP) in the JVRHC should familiarize themselves with the contents of this document and address any questions regarding the College's tenure/promotion process or criteria to the JVRHC Dean or Associate Dean.

I. Duties and Rights of Professors of Professional Practice

The responsibilities of PPPs in the JVRHC typically include the instruction and mentoring of students, professional development, and service to the College and University.

PPPs 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*). Teaching assignments are determined in consultation with the JVRHC Associate Dean and in response to the curricular needs of the College.

JVRHC PPPs are members of the Honors Core Faculty. As such, they enjoy many of the same faculty privileges as their tenured or tenure-track JVRHC colleagues, for example:

- access to lower- and upper-division teaching assignments;
- access to professional development funds;
- access to merit and promotion raises;
- access to all benefits provided under University family and medical leave policies;
- access to participation in the hiring of Honors Core Faculty members; and
- access to membership on College and University committees and TCU Faculty Senate.

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

II. Individual Advisory Committees

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

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

The IAC for each PPP consists of three members: the JVRHC Associate Dean and two full-time TCU faculty members (at least one of whom must be an Associate or Full PPP) whose areas of expertise or experience recommend them as peers and mentors to the faculty member. In consultation with the JVRHC Associate Dean, the Dean may add or remove members from a faculty member’s IAC as circumstances require (for example, if an IAC member is no longer able or willing to serve).

III. Advisory Structure for PPP Promotions

The JVRHC adheres to the standard two-tier (department/college) promotion review process, wherein:

- department-level review is provided by the JVRHC Associate Dean and the faculty member’s Individual Advisory Committee; and
- for cases involving PPPs, College-level review 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 IAC 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. Appointment, Reappointment, and Non-Renewal

Appointment and Reappointment

Individuals may be appointed to the rank of Assistant PPP (length of contract: 1-3 years),

Associate PPP (length of contract: 2-4 years), or full PPP (length of contract: 3-5 years). 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.

Qualified individuals may be appointed to the rank of Assistant PPP, Associate PPP, or full PPP. 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.

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 PPP. A person appointed as Associate PPP 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 PPP will normally hold a terminal degree and have a minimum of ten years of appropriate experience.

Performance Reviews

Following their initial appointment, PPPs in the JVRHC (regardless of rank) will undergo a peer review of their faculty activities during their second, fourth, and sixth years of service. These biennial reviews will be conducted by the faculty member's IAC during the spring semester, following a process parallel to the annual reviews of untenured probationary faculty (see "Reviews of Recently Hired Professors of Professional Practice" for timeline and details). The results of these reviews will be shared with the faculty member and the Dean. If faculty members wish to challenge the findings of their review, they may file a dissenting report and request a conference with the IAC and the Dean. Beyond their sixth year of service, PPPs in the JVRHC will be reviewed by their IACs every five years (or sooner, at the faculty member's request), in accord with University policy and the JVRHC's "Professional Development Reviews for Senior Faculty" policy.

Non-Renewal

If the performance of a PPP 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 JVRHC Dean, 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*.

V. Criteria for Evaluating Faculty Performance

In accordance with the guidelines articulated in the *TCU Handbook for Faculty and Staff*, PPPs in the JVRHC are evaluated in five areas of professional activity:

- 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.” All JVRHC Core Faculty members will be knowledgeable in their fields, demonstrate effective pedagogy, and maintain an awareness of disciplinary developments and emerging educational technologies. They will at all times be conscientious, helpful, 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, assessments of student learning 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 provide 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 Core Faculty members are expected to demonstrate an unswerving commitment to excellence and achievement in their pedagogy.

Professional Development

PPPs in the JVRHC are expected to pursue ongoing professional development – professional activities beyond their normal teaching, mentoring, and service duties that enhance their knowledge and efficacy as teachers, mentors, or academic citizens. While no specific subset of the following activities is required, the professional development activities of JVRHC PPPs may include:

- scholarly research or creative activity (including but not limited to pedagogical inquiry);
- attendance at academic conferences or workshops (in addition to those at which faculty members present their own research or creative work);
- professional training or certification programs;
- educational or professional consulting;
- academic coursework (undertaken for one’s own learning);
- sustained programs of self-directed study or informal study with colleagues; or

- other recognized forms of professional development.

Service to the University, Profession, and Community

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. Core Faculty Members in the JVRHC are expected to work with the Dean, Associate Dean, and members of their IAC to identify appropriate service opportunities. Core Faculty Members who hold administrative positions should include their administrative work as part of their service contributions to the College and University.

Student Interaction

Mentoring of students and participation in co-curricular programs are essential activities and should be acknowledged and rewarded appropriately. JVRHC Core Faculty members are expected to develop areas of student interaction appropriate to their interests and areas of specialization.

Professional Ethics

All JVRHC Core Faculty members are expected to conduct themselves in accordance with the "Statement on Professional Ethics" included in the *TCU Handbook for Faculty & Staff*.

VI. Promotion in Rank

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

As a rule, PPPs seeking promotion must first satisfy two conditions: (1) at least five full years of service in the current rank (hence seeking promotion no sooner than the sixth year in rank); and (2) at least one performance review during the preceding five years.

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 will be the primary criterion in considering a PPP's eligibility for promotion, candidates are urged to highlight their individual activities in all areas of evaluation.

External evaluation letters (provided by academic peers external to the JVRHC though not necessarily external to TCU) 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 secured (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. (See "Honors College Guidelines for External Evaluation Letters" for further details.)

Evidence of consistently effective teaching in an honors setting is the primary criterion for promotion from Assistant to Associate PPP or from Associate to Full PPP. Pedagogical philosophies and strategies may vary; there is no single formula for "effective teaching in an honors setting." Yet there must be clear evidence that one has been – and credible indications that one will continue to be – an effective and engaged teacher and a colleague who will continue to contribute to the JVRHC and university communities, demonstrated through a record of sustained activity and achievement in all five areas of evaluation: teaching, professional development, service, student interaction, and professional ethics. For promotion from Associate to Full PPP, particular attention will be paid to achievements since promotion to Associate.

VII. The Promotion Process

Promotion procedures in the JVRHC follow 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 therefore proceed according to the following general timeline.

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, after receiving the JVRHC Associate Dean's approval to proceed, 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 Advisory 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).

September and October

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

- The Associate Dean reviews the faculty member’s dossier, sends the IAC (in its role as “departmental advisory committee”) a preliminary recommendation on the faculty member’s promotion, then meets with the IAC to discuss the recommendation.
- The IAC 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 IAC, and shares this document with the IAC.
- If a majority of the IAC 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 IAC.
- 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 Core Faculty. 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)

Approved by the Honors College Advisory Committee (March 2021)

Approved by Honors Core Faculty (March 2021)

Approved by Provost Teresa Dahlberg (April 2021)