

DEPARTMENT OF IMMUNOTHERAPEUTICS & BIOTECHNOLOGY PROMOTION AND TENURE GUIDELINES

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SCHOOL OF PHARMACY HEARING COMMITTEE

Approved 12/2018

I. General

Appointments, reappointments, promotions and non-reappointments in the Department of Immunotherapeutics & Biotechnology (DIB) at Texas Tech University Health Sciences Center (TTUHSC) School of Pharmacy are governed by the Board of Regents' Rules (04.03), TTUHSC Tenure and Promotion Policy (HSC OP 60.01), the School of Pharmacy Bylaws, and Department guidelines. Based on University Policy, the Board of Regents reserves the authority and responsibility for awarding tenure and advancement in rank of faculty. The Dean of the School of Pharmacy reserves the authority and responsibility for initial appointments with rank, and annual reappointments during the probationary period for faculty on tenure track, and for all faculty on the non-tenure track.

The primary responsibilities of DIB faculty of TTUHSC School of Pharmacy fall into four main areas: (1) teaching, (2) research and scholarly activity, (3) service (academic and professional), and (4) advising the administration on the hiring, advancement in rank, and tenure of faculty. In addition to these academic duties, professional qualities of the individual are important and must be taken into consideration. The primary criteria for appointment, promotion, and tenure within the Department of Immunotherapeutics and Biotechnology are from these areas of primary faculty responsibility.

II. Standards for Appointments, Reappointments, and Promotions

Department of Immunotherapeutics & Biotechnology Mission and Vision Statements:

The Mission of the Department of Immunotherapeutics and Biotechnology is to develop innovative therapies for cancer and related conditions as well as educate the next generation of scientists and healthcare professionals.

Our Vision is

Documentation:

A faculty member's teaching excellence is reflected by Pharm.D., M.S., Ph.D. and other students' achievements



- f. Awards/honors earned by students directly mentored/tutored
- g. Reviewer for teaching columns, chapters, books or software
- h. Invitations to serve as consultant in educational programs and methods
- i. Grants to support instructional activities
- j. Membership on special bodies concerned with teaching such as accreditation teams and special commissions
- k. Election to offices, committee activities and other important service to professional associations and learned societies including editorial work and peer reviewing as related to teaching

B. Research and Scholarly Activity

The Standard:

Research is defined to include systematic collection and analysis of information for the generation of new knowledge, including investigative work as well as other peer reviewed contributions to the scientific and

2. Impact or Significance

- a. Workshop leader in an area of scientific and/or professional expertise
- b. Scholarly reputation of the journals in which publications appear, including the reputation of publishers of book and monographs
- c. Independent judgment of recognized experts concerning the quality of the research
- d. Published evaluation of the research (as in book reviews, patents, responses in print)
- e. Evidence that research has stimulated the work of other researchers or provided new breakthroughs in the field
- f. Evidence that research is making a contribution to other researchers by citation of research in other publications
- g. External evaluations or reviews of grant applications

3. Recognition

- a. Consultant or reviewer for governmental, state and other agencies, industry, professional groups, or serving as an expert witness
- b. Awards received in recognition of outstanding research
- c. Election or appointment as an officer of national and international scientific organizations in recognition of outstanding research accomplishments
- d. Election to offices, committee activities, and important service to professional associations and learned societies, including editorial work and peer reviewing as related to research and other creative scholarly activities
- e. Appointments to serve on scientific review or advisory committees which are based on research accomplishments
- f. Appointments as research consultants to state, national, international and company groups engaged in innovative or applied research
- g. Honorary degrees awarded
- h. Fellowship in national professional organizations
- i. Grants or contracts from company or private foundations to conduct research
- j. Competitive external grants and contracts to conduct research
- k. Competitive internal grants and contracts to conduct research

C. Service

The Standard (Academic):

- b. Evidence that service activity has contributed in a meaningful way to a professional organization
- c.

Years in Rank: As described in the Regents' Rules 04.03, assistant professors must be notified before the end of their seventh year of service that promotion and tenure has been awarded or that the appointment will not be renewed. Promotion and tenure may be awarded to qualified faculty members in shorter periods of time when circumstances warrant. If a faculty member fails to receive tenure and/or promotion when considered before the end of the probationary period, this shall not jeopardize reconsideration in subsequent years.

Levels of Criteria: Individuals must demonstrate proficiency in all three areas (teaching, research/scholarly activity, service) and show promise of excellence in teaching and research, and have demonstrated by example the professional qualities described in section I A. He or she should have a mastery of the fundamentals of her or his own subject (research and teaching) and the ability to relate her or his knowledge well. Teaching should be of high quality and clearly documented. Research should be consistent and of high quality as documented with peer-reviewed research publications and extramural funding. One critical sign of this potential is the demonstration by the faculty member of a sense of consistency and growth in their work and a likelihood of continuing and emerging excellence. In short, appointment or promotion to the rank of Associate Professor demands satisfactory proficiency (competence) in all three academic areas with promise of excellence in teaching and research.

3. Professor

The professorship is the top rank at TTUHSC and the DIB.

Degree: Individuals must have the terminal degree appropriate for their disciplines and postdoctoral training or equivalent experience.

Years in Rank: Under usual circumstances, individuals must serve at least five years as associate professor, including the year when the promotion will be considered, before they are eligible for promotion to professor.

Levels of Criteria: Individuals must show clear and convincing evidence of high levels of attainment in the criteria appropriate to their work assignments and the missions of the DIB and School of Pharmacy. Promotion to Professor should signify that the individual is an established figure in her or his specialty area (research and teaching). For research, faculty must demonstrate that they have attained a high level of success, as documented by peer-reviewed research publications and extramural grant funding, and have demonstrated a major contribution in tm. :8()-2832.73 Tr

B. Preparation of Dossier for Promotion/Tenure Evaluation

The first key step in preparation for review is the responsibility of the faculty member. A dossier of the faculty member's accomplishments must be prepared for evaluation. Verification of the contents of the dossier is a cooperative endeavor between the Department Chair and the faculty member. The purpose of the dossier is to present evidence for the faculty member's qualifications

solicit external peer reviews of the petitioner's dossier. The Chair's written recommendation and all external peer reviews as well as the petitioner's dossier and all affidavits and information given by the faculty member shall be presented to the Chair of the Faculty Affairs Committee no later than the first Monday following **October 1** of the academic year the faculty member petitions for peer review.

Review by the Faculty Affairs Committee

Once the Chair of the Faculty Affairs Committee has received the faculty member's dossier, supporting affidavits and information, and the Department Chair's recommendation, including external peer reviewers' comments, the Chair of the Faculty Affairs Committee shall call a meeting of the Faculty Affairs Committee to review the dossier and all additional information according to the Department standards and guidelines. The Committee may, to assist in its deliberations, solicit external peer reviews of the faculty member's dossier and all appended affidavits and information, excluding the Department Chair's recommendations and Department Peer Review Committee vote. The Faculty Affairs Committee shall append a written recommendation with justification to the dossier and present the complete dossier along with all appended affidavits and information to the Dean of the School of Pharmacy no later than

- b. At least six months before the end of the first twenty-four months of service; or
- c. For those with more than twenty-four months of service, at least nine months' notice of non-reappointment must be given; or
- d. Notwithstanding the above provisions, notice of non-reappointment may be given with the commencement of the current appointment.

VII. Appeal of Non-Reappointment

Refer to Board of Regents Policy 04.03.09.

VIII. Grounds for Dismissal of Tenured Faculty and Termination of Non-Tenured Faculty During Their Appointment

Termination

Termination of employment or dismissal of a tenured faculty member and of all other faculty members before the expiration of the stated period of appointment (except by resignation or retirement) will be for cause only and will follow procedures outlined in the Board of Regent's Rules 04.03.

Cause for Dismissal or Termination of Appointment

Examples of cause for dismissal of a faculty member include, but shall not be limited to, the following:

1. Professional incompetence;
2. Neglect of professional responsibilities;
3. Moral turpitude adversely affecting the performance of duties or the meeting of responsibilities to the