



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 32.27: Review of Vitae of Prospective Faculty

DATE: January 6, 2023

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures in the review of prospective faculty.

REVIEW: This OP will be reviewed in May of even-numbered years by the Vice Provost for Faculty Success with substantive revisions presented to the Provost and Senior Vice President for Academic Affairs (PSVPAA) by June 1.

POLICY/PROCEDURE

1. A procedure for review of vitae of those individuals selected by search committees to be brought to campus as prospective faculty members is utilized to ensure that the university selects the best-qualified faculty for those positions available and that those selected for interview meet appropriate criteria for appointment to Texas Tech University. Selection should only be directed toward those persons qualified with terminal degrees appropriate to their fields.
2. In the review of vitae for prospective faculty, the following procedures should be maintained:
 - a. Each department/area search committee should provide the dean a copy of the vita for each person proposed for a faculty position. These vitae should be supplied before invitations for interviews are extended.
 - b. At the time the vitae are submitted, the department/area search committee should justify to the dean any minoritized candidates or other protected groups who meet minimum criteria for the position but who have not been recommended for interview.
 - c. The dean or a designee will review the vitae for comparability for similar positions within the college and with available data on hand.
 - d. The reviewer will respond to the department/area regarding each of the vitae received in terms of acceptability for continued consideration.
 - e. The department/area chairperson will then immediately notify the search committee so that the selection process may continue for those who appear to be acceptable.
 - f. If vitae are forwarded for persons without terminal degrees, substantial justification must be attached, and the dean must secure prior approval from the PSVPAA before the individual is invited for interviews.
 - g. Each vita forwarded should identify the proposed rank and tenure status. All vitae for consideration for a particular faculty vacancy should be forwarded at one time.

- h. See [OP 32.16, Faculty Recruitment Procedure](#), and [OP 32.28, Faculty Applicants Not Holding Doctoral Degrees in Departments/Areas Requiring the Doctorate](#), for a review of faculty recruitment procedures.