



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 32.28: Faculty Applicants Not Holding Doctoral Degrees in Departments/Areas Requiring the Doctorate

DATE: December 6, 2023

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach for faculty applicants who have completed all requirements for the doctoral degree except for the dissertation (“ABD”) in departments/areas requiring the doctoral degree.

REVIEW: This OP will be reviewed in November of odd-numbered years by the Vice Provost for Faculty Success with substantive revisions presented to the Provost and Senior Vice President by December 15.

POLICY/PROCEDURE

1. Emphasis is to be maintained on acquiring faculty appropriately credentialed per the discipline.
2. For those prospective faculty members who have completed all requirements for the doctoral degree except the dissertation (“ABD”) in departments requiring the doctorate, the following policy is to be followed:
 - a. If selected for appointment, each selectee is to be informed in writing that the appointment is only temporary until all requirements for the doctorate have been completed. This language is standardized and should be requested from the Vice Provost for Faculty Success. Besides the addition of this language to the offer letter, all other faculty hiring procedures should proceed unchanged (see [OP 32.16, Faculty Recruitment Procedure](#)).
 - b. The chairperson of the department of appointment will systematically review the temporary appointee’s progress toward completion of the doctorate.
 - c. If the doctoral degree is not completed within a period of either one or two years following the original appointment, the appointment will be reevaluated and the appointment may be terminated, per the language that is included in the offer letter.
 - d. For additional information on faculty qualifications and faculty appointments and titles, see OPs [32.02, Faculty Non-reappointment, Dismissal, and Tenure Revocation](#), and [32.17, Faculty Appointments and Titles](#).