



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 60.08, Annual Renewal of Certain Faculty Employment Contracts

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to implement Section 51.943 of the Texas Education Code, as amended or modified, which relates to: (1) annual renewal of employment contracts for full-time, non-tenure acquiring (non-tenure track) faculty, and (2) written notification of changes in a term of employment for tenured and tenure acquiring (tenure track) full-time faculty.

REVIEW: This HSCEP OP will be reviewed by August 1 of every odd-numbered year (ONY) by the deans and the Assistant Vice President for Faculty Affairs or designee, with recommendations for revision submitted to the President or designee by August 31.

POLICY/PROCEDURE:

1. Definitions.

- a. Contract means an agreement between the Texas Tech University System or one of its components ("university") and a full-time faculty member establishing the terms of employment for an academic year, or years, if applicable. (See form, Attachment A.)
- b. Faculty member is a full-time university employee whose primary duties include teaching or research. The term "faculty member" does NOT include:
 1. Classified personnel; or,
 2. A faculty member who spends a majority of his/her time in managerial or supervisory activities, such as a chancellor, vice chancellor, president, vice president, provost, associate or assistant provost, dean or associate or assistant dean.
- c. Non-tenure acquiring (non-tenure track) faculty member is a full-time faculty member who holds one of the following job classifications:
 1. Faculty Associate;
 2. Assistant Instructor;
 3. Instructor;
 4. Assistant Professor;
 5. Associate Professor; or,
 6. Professor.
- d. Tenured or Tenure acquiring (tenure track) faculty member is a full-time faculty member who holds one of the following job classifications:
 1. Assistant Professor;
 2. Associate Professor; or,
 3. Professor.

2. Annual contract renewals for non-tenure acquiring (non-tenure track) full-time faculty members.

- a. Except as provided below, the university must provide a non-tenure acquiring (non-tenure track) full-time faculty member a written contract for an academic year not later than 30 days before the first day of the academic year.
- b. If the university is unable to provide a timely notice of employment, it must provide the non-tenure acquiring (non-tenure track) full-time faculty member written notice:
 - 1. That it is unable to comply with Section 51.943 of the Texas Education Code;
 - 2. Stating the reasons why it is unable to comply, e.g., unidentified need or funding, etc.; and,
 - 3. Specifying the time by which it will provide a written contract.
- c. If the university retains a non-tenure acquiring (non-tenure track) full-time faculty member without providing him/her a written contract before the 61st day after the beginning of the academic year, then it must employ him/her under the terms and conditions that are at least as favorable as the preceding academic year. The university and the non-tenure acquiring (non-tenure track) full-time faculty member may subsequently negotiate a different employment agreement.

3. Written notification of changes in a term of employment for tenured or tenure acquiring (tenure track) full-time faculty members.

- a. The university will NOT provide annual contracts to tenured or tenure acquiring (tenure track) full-time faculty members.
- b. The university will provide tenured and tenure acquiring (tenure track) full-time faculty members written notification at least 30 days before any change in a term of employment takes effect.