



MID-TERM REVIEW CALENDAR 2025

In addition to the standard annual review, each tenure-track faculty member will undergo a more detailed and comprehensive 'mid-term review.' This evaluation helps familiarize the faculty member with the promotion and tenure process, ensuring they fully understand the expectations of both the department and the college.

The mid-term review typically occurs during the spring semester of the faculty member's third year. For example, a faculty member hired in 2022 with a seven-year probation period will begin their mid-term review no earlier than March 2024, with completion between March and December 2025. The review process should closely mirror the tenure review, though external review letters are not required, and the review is complete at the Dean's level.

For the College of Architecture, it is recommended to begin the review process for mid-term candidates in the fall of the academic year prior to the target year, as reviews must be completed at the Dean's level by **June 1 each year.*

Timeframe/ Deadline	Departmental Level Actions
January - April <i>(Specific deadlines determined by the dept.)</i>	<p>Department Head and/or Departmental P&T Chair:</p> <ul style="list-style-type: none"> • Informs the candidate of the departmental timeline and required documents for the mid-term review. • Informs the Executive Associate Dean and College Faculty Affairs Administrator of the names of all mid-term review candidates. • Share University Faculty Affairs guidelines/timeline and P&T workshop opportunities with candidates when available (typically February - March). <p>Department Admin Staff:</p> <ul style="list-style-type: none"> • Provides student evaluation data, including the appropriate average per student evaluation table for comparison and other teaching-related data per departmental requirements. <p>Candidate:</p> <ul style="list-style-type: none"> • Submits dossier documents to Departmental P&T Committee (DPTC), NOT in Interfolio, for preliminary review and feedback. <p>Department P&T Committee/Faculty Mentors:</p> <ul style="list-style-type: none"> • Meets with candidates to discuss and provide feedback on the preliminary dossier materials. <p>Candidate:</p> <ul style="list-style-type: none"> • Submits FINAL dossier through <i>Interfolio</i>, AFTER a careful review and approval by Department P&T Committee/Mentor and Department Admin Staff ensuring accuracy and compliance with the current guidelines. <p>Department Admin Staff:</p> <ul style="list-style-type: none"> • Final review of uploaded materials in <i>Interfolio</i> and ensures their accuracy and compliance. <p>Department P&T Committee:</p> <ul style="list-style-type: none"> • Completes the review and prepares a report following the Example Department P&T Committee Report. • Final DPTC reports uploaded to Interfolio for the Department Head review.
April 21*	<p>Department Head:</p> <ul style="list-style-type: none"> • Notifies the candidate of the outcome of the Departmental P&T Committee review. • Completes the review and prepares an independent report following the Example Department Head Report. • Notifies the candidate of the Department Head review outcome. <p>Department Admin Staff:</p> <ul style="list-style-type: none"> • Submits report and mid-term dossiers to college by April 21* (<i>Hard Deadline</i>)

Deadline	School/College Level Actions
May 9	<p>College P&T Committee:</p> <ul style="list-style-type: none"> • Completes the review and prepares an independent report following the Example College P&T Committee Report. <p><i>*Committee meetings during the week of April 28, with the final reports due no later than May 9* (Hard Deadline)</i></p>

May 23	<p>Dean of the College:</p> <ul style="list-style-type: none"> Notifies the Department Head of the College Committee outcome including voting results. Reviews the case and prepares an independent report following the Example Dean Report. Notifies the Department Head of the College Dean review outcome and shares feedback about the candidate. <p>Department Head:</p> <ul style="list-style-type: none"> Notifies the candidate of the College Dean review outcome. <p>College Administrator:</p> <ul style="list-style-type: none"> Uploads the Dean report to Interfolio and close the case in Interfolio.
May 30	<p>Dean/Executive Associate Dean of the College:</p> <ul style="list-style-type: none"> Meets with the candidate to provide feedback.

NOTE: The guidelines and dates outlined in this document are subject to revision. Updates may occur based on the timing and release of new 2025-2026 University P&T Guidelines. For the most current information, please refer to the [Faculty Affairs website](#).

USEFUL REFERENCES

- [Texas A&M University 2025-2026 P&T Guidelines](#)
- [Department Head Checklist](#)
- [Staff Checklist](#)



Tenure Clock Dates

Calendar Year Hired:		1/1/21-12/31/21	1/1/22-12/31/22	1/1/23-12/31/23	1/1/24-12/31/24	1/1/25-12/31/25	1/1/26-12/31/26	1/1/27-12/31/27	1/1/28-12/31/28
7 yr	Mid-Term Review	2024	2025	2026	2027	2028	2029	2030	2031
	Mandatory Review	AY 2026-2027	AY 2027-2028	AY 2028-2029	AY 2029-2030	AY 2030-2031	AY 2031-2032	AY 2032-2033	AY 2033-2034
	IF Positive Outcome Effective Date	9/1/2027	9/1/2028	9/1/2029	9/1/2030	9/1/2031	9/1/2032	9/1/2033	9/1/2034
	IF Negative Outcome Termination Date	5/31/2028	5/31/2029	5/31/2030	5/31/2031	5/31/2032	5/31/2033	5/31/2034	5/31/2035
6 yr	Mid-Term Review	2023	2024	2025	2026	2027	2028	2029	2030
	Mandatory Review	AY 2025-2026	AY 2026-2027	AY 2027-2028	AY 2028-2029	AY 2029-2030	AY 2030-2031	AY 2031-2032	AY 2032-2033
	IF Positive Outcome Effective Date	9/1/2026	9/1/2027	9/1/2028	9/1/2029	9/1/2030	9/1/2031	9/1/2032	9/1/2033
	IF Negative Outcome Termination Date	5/31/2027	5/31/2028	5/31/2029	5/31/2030	5/31/2031	5/31/2032	5/31/2033	5/31/2034
5 yr	Mid-Term Review	2023	2024	2025	2026	2027	2028	2029	2030
	Mandatory Review	AY 2024-2025	AY 2025-2026	AY 2026-2027	AY 2027-2028	AY 2028-2029	AY 2029-2030	AY 2030-2031	AY 2031-2032
	IF Positive Outcome Effective Date	9/1/2025	9/1/2026	9/1/2027	9/1/2028	9/1/2029	9/1/2030	9/1/2031	9/1/2032
	IF Negative Outcome Termination Date	5/31/2026	5/31/2027	5/31/2028	5/31/2029	5/31/2030	5/31/2031	5/31/2032	5/31/2033

Important

- The semester of hire does not determine the start of the "Tenure Clock", the calendar year hired does. The above table will help determine correct tenure clock dates for tenure-track faculty offers.
- Mid-Term Review (Intermediate Review):** Should occur March-July of the year in the above table.
- Mandatory Review:** Timing of the mandatory review depends upon the length of the probationary period (tenure clock), see above table. The start of a tenure-track faculty member's mandatory review year is calculated as follows: Calendar Year Hired + Probationary Period - 2 Years = First Year of the Mandatory Review. For example, a faculty member hired in 2023 with a 7-year probationary period (tenure clock) will undergo mandatory review in AY 2028-2029 (2023 + 7 - 2 = 2023).
- The final decision on tenure will be made by the Board of Regents during the penultimate year of the tenure-track faculty member's probationary period. If positive outcome the effective date of promotion and/or tenure will be September 1, see above table for year. If negative outcome the tenure-track faculty member's termination date will be May 31, see above table for year.
- Note, tenure dates will be adjusted for those who have received a tenure clock extension.