

PROMOTION AND TENURE CALENDAR FOR 2023-2024
Updated April 12, 2023

The following calendar describes the process and due dates for the promotion and tenure cycle. Also refer to the University Promotion & Tenure Guidelines,

DEADLINE	TASK
January 31, 2023	Department P&T Committees Coordinate with candidates who will go up for tenure and/or promotion the following year. Give all candidates dossier guidelines and instructions.
February/March 2023	Department P&T Committees: Finalize peer evaluation of teaching for each faculty member seeking promotion and/or tenure. This may include evaluations of course syllabi, assignments, examinations, grading methods, etc.
Early March 2023	P&T Candidates: <ol style="list-style-type: none"> 1. Submit DRAFT dossier to the Department P&T Committee and Mentors for review and comment. <i>Documents may be submitted to the committee via the department's preferred method, such as Google Drive, email, or USB drive.</i> <ul style="list-style-type: none"> • Candidate Impact Statement on Teaching, Creative/Research Work, and Service • Candidate's Annotated CV including a biography (200 word max) and Grants Table • Teaching, Creative/Research Work, and Service portfolios (as specified by the department) to be included in the Other Materials & Documentation section in Interfolio. 2. Submit Candidate External Reviewer Checklist (list of potential reviewers and "Do Not Contact" list) to the Departmental P&T Committee.
March-April 2023	Department P&T Committees: Meet with Candidates to discuss and give feedback on DRAFT dossier. P&T Candidates: Respond to feedback and revise dossier, as needed.
Late April 2023	Department P&T Committees: <ol style="list-style-type: none"> 1. IF AVAILABLE, gather student evaluations of teaching (both subjective and objective) from all courses taught by the candidate. Objective evaluations should be accompanied by appropriate departmental averages for comparison. Any student evaluation summary statistics used must be standard across candidates. 2. In conjunction with the Department Head, develop the list of external reviewers combining the candidate's recommendations with those recommended by the Department Head and the Committee. 3. Initiate contact with external reviewers.
May 31, 2023	P&T Candidates: Submit final updates of dossier to Department P&T Committees via Interfolio. (Note: Cases for each candidate should be set up by the Department Coordinator.) Items should include: <ul style="list-style-type: none"> • Updated Candidate Impact Statement on Teaching, Creative/Research Work, and Service. • Updated Annotated CV (including 200-word faculty biography) and Grants Table. • Complete online CV Submission Certification. • Complete online Verification of Contents form. • Provide signed External/Internal Reviewers Checklist of potential reviewers/"Do

	<p>Not Contact List.”</p> <ul style="list-style-type: none"> Updated Teaching, Creative/Research Work, and Service portfolios (as specified by the department) to be included in the Other Materials & Documentation section in Interfolio. <p>Department P&T Committees: All external review letters solicited and received. Reviewer packets should include final dossier materials, along with selected examples of peer-reviewed materials. <i>External review letters may be solicited and collected through Interfolio, or by email (as in previous years). This is up to the discretion of each department.</i></p>
September-October 2023	<p>Department P&T Committees:</p> <ol style="list-style-type: none"> Prepare dossier for university, including: <ul style="list-style-type: none"> Department reports on Quality of Reviewers, Teaching, Creative/Scholarly Work, Service & Other Activities Letters from external reviewers An <u>explicit</u> statement of whether the individual’s teaching, research and service each meet or exceeds School standards for effectiveness or excellence. Supplement support materials, if any (Dossier Item 13 (last tab) <p><i>Follow all guidelines and templates from the Vice President of Faculty Affairs.</i></p> Meet to discuss candidate dossiers and write recommendation letters to Department Heads. Recommendation statement must be dated and signed by all committee members. Forward the full dossier to Department Head for the recommendation.
Second week of October, 2023	<p>Department Administrative Staff/Chair of the Department P&T: If appropriate, Administrative Staff or Chair of the P&T committee, should reach out to the candidate and submit as per DOF guidelines, a final written addendum concerning any pending funding for grants, publications, exhibitions, etc. This addendum will be uploaded as a separate file to the candidate’s CV section in Interfolio.</p>
<p>Second week of October, 2023</p> <p>Submit no later than Oct 31, 2023</p>	<p>Department Heads/Department Assistants: Dossiers and recommendations for each candidate are <u>due to the Dean’s Office</u> via Interfolio, including these documents:</p> <ul style="list-style-type: none"> School Chart (Excel) Summary Data Table Candidate Photograph (jpeg). <i>Photographs should be a vertical head or upper-body shot in which the head is 1” high. Electronic (digital) photos are required and must be a minimum of 300 dpi. Please do not copy and send website photographs or photographs embedded in a word document (their quality in the printed booklet will be poor).</i> Reviewers Chart (External/Internal Evaluations) <i>(to now also include external reviewer bios).</i> External Reviewers requests to be sent via Interfolio system only (see guidelines for wording). Internal Evaluation Letters <i>(if applicable)</i> Department Committee Recommendation Memo <ul style="list-style-type: none"> One memo signed by all department committee members to include sections on Teaching, Research, Service, and Other Scholarly activities (as applicable), Department Committee Recommendation, Table of Votes (Yes/No/Absent/Recuse) and list of all committee members with titles Department Head Recommendation Memo <ul style="list-style-type: none"> Address strengths and weaknesses of candidate.

	<p>Anything that cannot be uploaded to Interfolio should be emailed to Shelly Martin (shelly.martin@tamu.edu)</p> <p>Each file, for each candidate, should be named Last Name, First Name-Item Name (e.g. Jane Doe-Faculty Tenure Table)</p>
November 3, 2023	<p>School P&T Admin Coordinator: Submits documents to VPFA's office:</p> <ul style="list-style-type: none"> • School Chart (Excel) • Summary Data Table • Candidate Photograph (jpeg). <i>Photographs should be a vertical head or upper-body shot in which the head is 1" high. Electronic (digital) photos are required and must be a minimum of 300 dpi. Please do not copy and send website photographs or photographs embedded in a word document (their quality in the printed booklet will be poor).</i>
Last two weeks of October, 2023	<p>School P&T Committee: Meet to review candidate dossiers. Writes committee recommendations and submits to School P&T Admin Coordinator.</p> <p>School P&T Admin Coordinator: Collects School P&T Committee signatures and adds School Committee recommendation letters to dossiers. Submits dossiers to the Dean via Interfolio.</p>
Early November 2023	<p>P&T Candidates: If appropriate, submit to the School P&T Admin Coordinator via email a final written addendum concerning any pending funding for grants, publications, exhibitions, etc. This addendum will be uploaded as a separate file to the candidate's CV section in Interfolio.</p>
First week of November, 2023	<p>School Dean: Meets with Executive Associate Dean to review dossiers and the School P&T Committee recommendations for all candidates.</p>
Mid-to-late November, 2023	<p>School Dean: Writes Dean's recommendations for all candidates and adds these letters to candidate dossiers. Sends letters/dossiers to School P&T Admin Coordinator.</p>
December 1, 2023	<p>School P&T Admin Coordinator: All candidate dossiers due to the VPFA's Office via Interfolio.</p>
January 2024	<p>Provost: Meets with the School Dean and Dean of Faculties to discuss School Recommendations for all candidates. Provost forwards recommendations to the University President.</p>
January/February 2024	<p>University President: Meets with Provost and Dean of Faculties to review recommendations for all candidates. Forwards recommendations for tenure to the Board of Regents through the Chancellor.</p>
April/May 2024	<p>Board of Regents: Reviews recommendations and makes final decisions on tenure cases. Congratulatory letters for tenure and promotion will be sent mid-May.</p>
September 1, 2024	<p>Tenure and promotion decisions become effective.</p>

NOTE: As soon as possible after a recommendation is made at each review level, Department Heads will inform P&T Candidates of their status to date.