

3/21/2023

Texas A&M University School of Dentistry
2023-2024 Promotion Review Process

DOSSIER PREPARATION REQUIREMENTS- CANDIDATES AND DEPT HEADS

| Contents | Promotion Due Dates |
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| <p>EARLY NOTICE – -Submit form directly to <u>Dr. Lavern Holyfield</u> for <i>Peer Review of Teaching</i> (recent review recommended) -Coordinate External Reviewers w/Dept* for <u>balanced combined</u> list. -Ask OAA to contact peer and/or student-mentees for <u>confidential</u> signed letters of support (optional but recommended especially for grad courses)</p> | <p>Peer & Student/Mentee letters of support sent directly to <u>lgibson@tamu.edu</u> by 5/8/2023 <i>Scanned signed letter addressed to Dr. Lily T. Garcia, Dean, on letterhead if possible</i></p> |
| <p>SOD External Reviewer Bios: 3-4 Non-tenure/5-7 (7 preferred) for Tenure Candidate meets w/Dept; (<u>Dept. contacts/ confirms reviewers</u>) * SOD Candidate External Reviewer Checklist – submit with department names and approval; <u>Reviewer Letters Requested & Added to Dossier by OAA</u></p> | <p>April 17, 2023* <u>Send to OAA</u></p> |
| <ol style="list-style-type: none"> **Impact Statement on Teaching, Research &/or Scholarly/ Creative Activities, and Service (certified in Interfolio) **Curriculum Vitae (includes Biography & Grants Table) SOD Verification of Contents Statement- (list what is actually submitted) (Additional to Interfolio Verification) | <p>May 8, 2023 (**see below) <u>Upload to Interfolio</u></p> |
| <p>**Course Evaluation Summary: Lecture, Lab & Clinical - Maximum of 10 each from past 5 years - 2018-19 to 2022-23 **Teaching Support Materials - Peer Review of Teaching (see Early Notice above); course syllabi, etc. **Research Paper Citations (if applicable) Check with Library for Assistance **Publication PDF's (Required only for tenure track/ tenured candidates-two recent best)</p> | <p>May 8, 2023 <u>Upload to Interfolio</u></p> |
| <p>Annual Faculty Evaluations –Past 5 Calendar Yrs. 2018-2022 <u>For school committee review only</u></p> | <p>August 14, 2023</p> |
| <p>SOD External Reviewer Biography/Justifications - *Meet w/Candidate to coordinate <u>SEND to OAA with candidate checklist; External Reviews requested & added in Interfolio by OAA</u></p> | <p>(due April 17, 2023) (External Reviews added mid-June)</p> |
| <p>Appoint 5-Member Department Review Committee (DRC) with 1 member serving as Chair (all members at or above rank candidate is reviewed for). Notify OAA of Committee Membership by June 2, 2023</p> | <p>June 5, 2023</p> |
| <p>DRC Letter-Uploaded by Committee Chair or OAA to Interfolio for Dept. Head review</p> | <p>August 14, 2023</p> |
| <p>Department Head Letter – Uploaded to Interfolio by Department or OAA.</p> | <p>September 11, 2023</p> |

***Reviewers should not be former mentors, co-authors, or anyone else that has a recent relationship with the candidate. They should be from multiple institutions, with ½ put forward by the Dept. Head and 1/2 by the Candidate. Reviewers should be confirmed ONLY by the Dept. Head (not the candidate) regarding their willingness to review; no further contact after that.**

**** For external review - Statement, CV, Course Evaluations, and Teaching Support Materials uploaded to Interfolio.**