



Promotion & Tenure Review Timeline (All-Faculty) 2025 -2026 Cohort

Party/Unit	Due Date	Action
	September 2024	College Wide Training: SEHD Associate Dean for Faculty Affairs: Conduct a Workshop on Promotion/Promotion and Tenure Process
Department Heads	September 2024	Department Heads <ul style="list-style-type: none"> Provide a list of upcoming candidate’s promotion or promotion and tenure to Faculty Affairs Office. Begin soliciting potential external reviewer names from candidates and compiling a second list of potential reviewers from higher-ranked faculty in candidate’s program and/or the same field of study
Candidate & Department Mentors	September 2024 – February 2025	Candidate: Begin drafting/revising candidate statement, updating the vitae, and identifying sample publications and other materials as appropriate (see candidate checklist). Candidate-identified faculty mentors: candidate should share with mentors who conduct a feedback review for candidate’s dossier to <u>assist the candidate in preparing a compelling dossier and proof reading/edits</u> before the dossier goes out to external reviewers.
Candidate	By February 10, 2025	Candidate: Submits draft dossier and external review list to Department Head (not into Interfolio).
Department Heads	February 13, 2025	Department Heads: Identify initial pool of external reviewers from peer institutions that reflects a balance of names from the candidate and names from the faculty in his/her program/discipline. IMPORTANT: Candidates should not have any contact with potential external reviewers to inquire about their willingness to write a letter.
University Timeline	March 2025	Faculty Affairs releases the annual P&T guidelines and requests that deans initiate promotion and tenure proceedings.
Department Administration	March 2025	Department Administrators Review dossiers for compliance with University T&P Guidelines and returns to candidate if corrections are needed.
Department Heads & Department Administration	March 31, 2025 (or when VPFA releases template)	Department Heads: Request External Review Letters using Interfolio IMPORTANT: Dossiers must be complete and error free before external letter writers are contacted. Contact should be extended through Interfolio system (link) etc
University Timeline	April 11, 2025	Deans release their timelines for review and submit to Faculty Affairs. This should include dates for candidates to submit their dossier and dates for departments to submit to the college/school.
Department Heads & Department Administration	August 1, 2025	DUE DATE: External review letters due to department.
Department P&T Committee	August 4 - September 19, 2025	Department P&T Review Committee Dossier Review: P&T committee review Dossier & external letters submitted to Interfolio. (Meeting date should be set up a year in advance). Submit committee memos with vote and recommendation/rationale to the Department Head. Committee

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		should review for errors and ask for corrections if applicable. Record vote, confidentiality agreement, and memo signature in Interfolio. DUE DATE FOR REVIEW/RECOMMENDATION FROM COMMITTEE: Departments set internal deadlines for Department Committee.
University Timeline	September 2025	Colleges/schools and branch campuses conduct elections for the University Promotion and Tenure Committees and convey two elected nominees to Faculty Affairs.
Department Head & Department Administration	September 10, 2025	Submits all Cases to the Dean Level
FAO Administration	September 10 –24, 2025	Faculty Affairs Office: Reviews dossiers for compliance with University T&P Guidelines; returns to Departments if corrections are needed.
Dean’s Level P&T Committee	September 25, 2025	School/Dean’s level P&T Review Committee Dossier Review: The committee reviews dossier and all existing recommendations before drafting their recommendation/rationale to the Dean. Committee should review for errors and ask for corrections if applicable. Record vote, confidentiality agreement, and memo signature in Interfolio. DUE DATE FOR REVIEW/RECOMMENDATION FROM COMMITTEE: Faculty Affairs Office (FAO) will set internal deadlines for Department Committee. Recommendation forwarded to Dean through the Interfolio system.
Dean	October 22, 2025	Dean’s Review: Dean will review full dossier and draft recommendation.
University Timeline	November 3, 2025	Deans submit electronic copies of college/school chart (no need for college/school P&T and Dean’s vote at this time), and candidate photos, for all candidates, to the Office of Faculty Affairs.
University Timeline	December 2, 2025	Deans submit recommendations of cases to Faculty Affairs by forwarding complete dossiers of all candidates, through Interfolio, to the Office of Faculty Affairs. If unusual circumstances delay this submittal, the Dean must obtain approval from Faculty Affairs to submit late materials.
Dean & Department Heads & FAO Administration	December 2025	NOTIFIES: Dean notifies all candidates of the dossier status through the Department Heads. FAO submits the recommendation to the Vice Provost for Faculty Affairs Office (VPFA) via Interfolio.
University Timeline	January 2026	University Promotion and Tenure Committees offer recommendations to Faculty Affairs and Provost.
University Timeline	February 2026	Deans meet with the Vice Provost for Faculty Affairs and Provost to review recommendations. The Vice Provost for Faculty Affairs forwards recommendations to the President. Deans receive recommendations and forward to department heads, who notify the candidate.
University Timeline	February 2026	President meets with the Vice Provost for Faculty Affairs and Provost and reviews recommendations. The President forwards recommendations for tenure to the Board of Regents (BOR), through the Chancellor. The President makes final decisions on promotion only cases. Deans receive recommendations and forward to department heads, who notify the candidate.

April 3, 2025

****NOTE:** dates subject to adjustment pending DOF posting annual schedule

Party/Unit	Due Date	Action
University Timeline	April/May 2026	BOR reviews recommendations and makes final decisions on tenure cases. Department heads receive outcomes and notify the candidate.
VPFA Office	June 2026	VPFA Office produces congratulations letters for candidates.
CEHD	September 1, 2026	Candidate's promotion title/pay adjustment begins September 1, of the next TAMU Budget cycle.

April 3, 2025

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