

PVFA P&T Full Timeline 2023-2024

March/April 2023	The P&T cycle begins when the Vice President for Faculty Affairs releases the guidelines and requests the proceedings begin. Multiple workshops are held in these months for leadership and for faculty preparing for review to orient to the process.
April 12, 2023	Colleges/schools and departments establish and release their due dates for materials.
January 25, 2023	Candidates must notify their sections chairs if they wish to be considered for promotion in this cycle. Some units might request this information earlier than the March start in order to coordinate external reviews.
March 31, 2023	PVFA has a committee-of-the-whole for P&T. Candidates will establish their subcommittee members and a subcommittee chair to author reports by working with the Associate Dean for Faculty Affairs for the upcoming cycle.
March 31, 2023	Candidate creates a list of potential external reviewers. The subcommittee also creates a list of potential external reviewers.
April 14, 2023	The subcommittee selects at least 7 external reviewers that meet criteria for initial invitations and subcommittee chair sends a preliminary " <u>save the date</u> " email.
May 5, 2023	Candidates submit their materials to the subcommittee for preliminary review and feedback.
May 30, 2023	Candidates upload their materials to Interfolio. The Associate Dean for Faculty Affairs or delegate does a final review of the materials.
June 1, 2023	Subcommittee chair sends external reviewer requests through Interfolio and sets a due date and timeline for checking the status of the requests. If reviewers decline, additional reviewers may need to be invited to obtain the minimum required number of letters.
June 1, 2023	Subcommittee chair makes assignments as needed for completion of the sections of the department report and sets meeting dates/times to discuss the candidates.

October 4, 2023	The P&T committee-of-the-whole meets to discuss each candidate. After the meeting, the assigned subcommittee chair prepares the synopsis of the meeting and modifications are made to the report to reflect the opinions of the committee. A vote is completed according to department guidelines and recorded in the report. All members sign the report.
October 4, 2023	The chair of the subcommittee notifies the section chair of the outcome of the P&T committee-of-the-whole's recommendation, and the section chair notifies the candidate.
October 25, 2023	The dossier to this point, including the P&T committee-of-the-whole's recommendation, are due to the dean.
December 1, 2023	Deans submit recommendations of cases to the Vice President for Faculty Affairs by forwarding complete dossiers of all candidates, through Interfolio, to the Office of Faculty Affairs.
December 1, 2023	The dean notifies the Section Chair of the outcome of their recommendation, and the Section Chair notifies the candidate.
September 2023	Colleges/schools and branch campuses conduct elections for the University Promotion and Tenure Committees and convey two elected nominees to the Office of the Vice President for Faculty Affairs.
November 3, 2023	Deans submit electronic copies of school chart (no need for school P&T committee & dean votes) and candidate photos to the Office of Faculty Affairs.
December 1, 2023	Deans submit recommendations of cases to the Vice President for Faculty Affairs by forwarding complete dossiers of all candidates, through Interfolio, to the Office of Faculty Affairs.
January 2024	University Promotion and Tenure Committees offer recommendations to the Vice President for Faculty Affairs and Provost.
February 2024	Deans meet with the Vice President for Faculty Affairs and Provost to review recommendations. The Vice President for Faculty Affairs forwards recommendations to the President. Deans receive recommendations and forward to department heads, who notify the candidate.

February 2024	President meets with the Vice President 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/May 2024	BOR reviews recommendations and makes final decisions on tenure cases. Department heads receive outcomes and notify the candidate.
September 1, 2024	Promotion and tenure decisions become effective.

Modified for PVFA from document at this link <https://facultyaffairs.tamu.edu/Faculty-Affairs/Promotion-Tenure/Entire-Timeline>