

Annual Faculty Evaluation Cycle Timeline

To supplement the Texas A&M University at Galveston [Faculty Evaluation Guidelines](#), this timeline document outlines the entire “annual faculty evaluation cycle” which is comprised of the annual review with the Department Head, promotion and tenure, mid-term review and post tenure review processes. Do not solely rely upon this document. **Always refer to the following guideline documents for more complete information and details.**

- (1) Home department’s Faculty Evaluation Guidelines
<https://facultyaffairs.tamu.edu/Career/Faculty-Evaluation-Guidelines>
- (2) Texas A&M University at Galveston’s Faculty Evaluation Guidelines
<https://www.tamug.edu/AcademicAffairs/FacultyEvaluation.html>
- (3) Office of Faculty Affairs’ University Promotion and Tenure Guidelines <https://facultyaffairs.tamu.edu/Faculty-Affairs/Promotion-Tenure>

Evaluation Category	General Description
Annual Review*	All faculty, full and part time, must undergo an annual review from their Department Head. The Galveston Campus utilizes Interfolio’s Faculty180 for faculty members to submit their prior year’s activities. Supporting artifacts for teaching, research and service should also be provided if required by the department.
<i>Cycle Evaluations**</i>	<i>All cycle evaluation types listed below</i>
Mandatory Consideration, Tenure Track	Any Assistant or Associate Professor on tenure track must submit their promotion with tenure dossier for consideration during the mandatory consideration year as indicated on their Tenure Track Agreement, or as amended by an approved Tenure Clock Extension Request.
Promotion, Tenured	Any tenured Associate Professor seeking promotion to full Professor.
Promotion, Academic Professional Track	Any level of Academic Professional Track faculty seeking promotion to the next level.
Mid Term Review, Tenure Track	Assistant Professor or Associate Professor on tenure track to be reviewed in their third year regarding progress towards promotion with tenure.
Mid Term Review, Academic Professional Track	Assistant or Associate Professor level Academic Professional Track faculty to be reviewed in their third year since initial hire to provide guidance on their progress towards promotion. <i>Currently, this is an optional review.</i>
Post Tenure Review	All tenured Associate Professors and full Professors require a peer review at least once every six years.

*Annual reviews are submitted through Interfolio’s Faculty180 module.

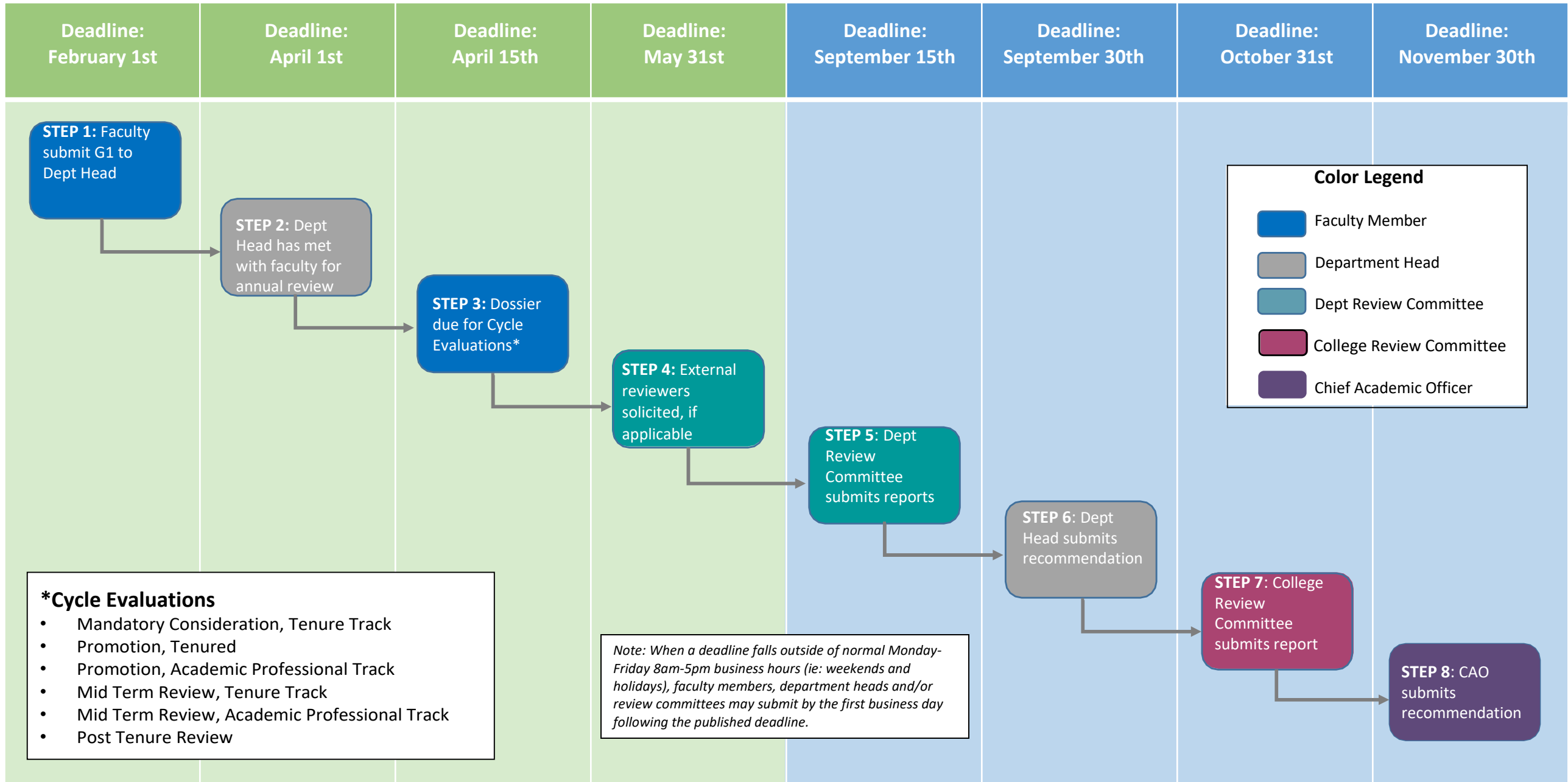
**All cycle evaluations will utilize the web based Interfolio Review, Promotion and Tenure module to route dossier materials through each stage of the applicable process. In the rare event that we have a “Tenure Only” case, the “Mandatory Consideration, Tenure Track” process will be followed.



Faculty Cycle Evaluations Workflow

SPRING

FALL



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Note: When a deadline falls outside of normal Monday-Friday 8am-5pm business hours (ie: weekends and holidays), faculty members, department heads and/or review committees may submit by the first business day following the published deadline.

Timeline / Deadline	Action
December (of the calendar year to be evaluated for annual reviews)	<p>All faculty should ensure their activities are updated in Faculty180 for the calendar year.</p> <p>Faculty need to ensure that they can access Interfolio. Report any issues to your Department Head immediately. https://dof.tamu.edu/dof/media/DOF-Media/Documents/DOF%20Guidelines/Interfolio-Login-Guidelines.pdf</p>
January	<p>CAO office may host a Department Head retreat relating to the annual evaluation cycle and other Academic Affairs priorities.</p> <p>Faculty may also choose to review promotion and tenure workshop materials from the Office of Faculty Affairs (or attend a workshop, when offered later in the spring), to help prepare for their annual evaluation discussion with the Department Head relating to their promotion efforts.</p>
February 1 st	<p>Faculty deadline to submit the annual evaluation form to the Department Head in Interfolio's Faculty180, which captures the faculty member 's achievements and accomplishments for the previous calendar year.</p>
February	<p>CAO office may host at least 2 open question and answer sessions for faculty; one targeting Tenure Track and Tenured faculty and one targeting Academic Professional Track faculty.</p>
February - March	<p>During this time frame, Department Head meets with faculty member regarding the Faculty180 annual review and provides an annual review response document to the faculty member that contains the Department Head's assessment and feedback of the progress towards promotion and/or tenure or post tenure productivity. The department head's annual review response document is signed by both Department Head and faculty member to acknowledge the meeting occurred.</p> <p>During the annual review meeting, the Department Head advises the faculty member of the process and expectations for seeking promotion or that the faculty member is due for mandatory consideration, mid-term review or post tenure review.</p> <p>Faculty going up for a cycle evaluation (promotion and/or tenure, mid-term, or post tenure review) should be compiling their dossier materials.</p>
March	<p>The Office of Faculty Affairs publishes the annual Promotion and Tenure cycle guidelines and deadlines no later than April 1st each year. The Interfolio templates are also set up by the Office of Faculty Affairs for college/department use. Cases cannot be created for individual faculty members until the Office of Faculty Affairs releases the cycle's Interfolio case templates.</p> <p>The Office of Faculty Affairs also typically hosts a mandatory meeting for the CAO, College Review Committee chair, Department Heads and Department Review Committee chairs.</p>

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Timeline / Deadline	Action
April 1 st	<p>Department Head deadline to submit all faculty annual reviews to the CAO office. This closes the faculty annual review cycle; all faculty have been evaluated for the previous calendar year.</p> <p>Extensions up to May 31st may be granted by the CAO upon written request by a Department Head, if the faculty member(s) involved is not undergoing a cycle evaluation (promotion and/or tenure, mid-term, or post tenure review). Refer to Addendum I for further details to close out the annual evaluation cycle.</p>
April	<p>Department Heads will notify the CAO office of the faculty who will be submitting dossiers for a cycle evaluation categories.</p> <p>Department Heads will establish their Department Review Committee and advise the CAO office of the membership so the College Administrator can build the appropriate committee membership structure in Interfolio accordingly.</p> <p>The CAO will finalize the membership of the College Review Committee and the College Administrator will build the appropriate committee membership structure in Interfolio accordingly. The CAO office will announce the names of the members on an annual basis.</p> <p>Individual faculty “Candidate” cases will be created in Interfolio by the College Administrator to house and route the dossiers. Faculty member will receive an auto-generated email that their case is ready for use.</p> <p>Workshop for all Department Review Committee chairs will be hosted by the CAO office as soon as practical after the mandatory meeting hosted by the Office of Faculty Affairs in March.</p>
April 15 th	<p>Candidate Deadline for dossier submission to the Department Administrator in Interfolio for all cycle evaluation categories.</p> <p><i>Click the applicable category of evaluation below to navigate to the Candidate document requirements.</i></p> <ul style="list-style-type: none">• Mandatory Consideration, Tenure Track• Tenured, Promotion• Promotion, Academic Professional Track• Mid-Term Review, Tenure Track• Mid-Term Review, Academic Professional Track• Post Tenure Review <p>Assuming all dossier contents are in good order as required by governing guidelines, the Department Administrator will forward the case to the Department Review Committee step in Interfolio.</p> <p>If the dossier contents are not in good order, the Department Administrator will unlock the applicable Candidate sections in Interfolio, then work with the Department Head to have the Candidate correct their documents and resubmit promptly so the case can move forward to the Department Review Committee step.</p>

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GALVESTON CAMPUS®

Timeline / Deadline	Action
April - May	<p>Once a Candidate case has progressed to the Department Review Committee step in Interfolio, the committee's review, analysis, and evaluation of the case begins.</p> <p>The Department Review Committee will also begin the External Reviewers process for "Mandatory Consideration, Tenure Track" and "Promotion, Tenured" cases.</p> <p>The CAO must approve all external reviewers prior to request letters being sent. Send the External Reviewers Chart including a short biography of each reviewer. For any external reviewers who are not from peer or aspirational peer universities, a justification in the form of program ranking and expertise credentials are expected and should be included in the biography of the external reviewer.</p> <p>Departments MUST utilize Interfolio to solicit the external reviewers' letters using the University's Standard External Reviewer Letter Template as opposed to manually emailing outside of Interfolio.</p> <p>https://dof.tamu.edu/dof/media/DOF-Media/Documents/Interfolio/Interfolio%20RPT/P-T-Interfolio-How-to-Request-an-External-Evaluation-through-an-RPT-Case.pdf</p> <p>The External Reviewers process may require action by the Department Review Committee and/or the Department Head over the summer months to help ensure timely receipt of letters before the fall semester begins.</p>
First Day of the Fall Semester (mid-late August)	Department Review Committees resume review, analysis, and evaluation of all Candidate cases for the cycle and writes applicable reports following all governing guidelines .
September	<p>Election conducted for the University Promotion and Tenure Committees and the CAO will convey two elected nominees for each committee to Faculty Affairs. From the nominees, Faculty Affairs and the Office of the Provost will select one representative for each University committee who will serve a two year term.</p> <p>The University Promotion and Tenure Committee (UPTC) will evaluate cases for tenured and tenure track faculty and consist of tenured full professors.</p> <p>The University Promotion Committee (UPC) will evaluate cases for academic professional track faculty and consist of full professor rank (including Principal Lecturer).</p>



Timeline / Deadline	Action
<p>September 15th</p>	<p>Department Review Committee deadline to submit the required report and recommendation for each Candidate’s case in Interfolio using the “P&T Committee Report” template as an example of the structure which is comprised of the following sections:</p> <ul style="list-style-type: none"> • Introduction to the Case • Scholarship • Teaching, including the synthetic analysis of student evaluations, chronologically and in tabular form • Service • Summary of Discussion • Voting table • Table of committee members with titles and a place for signatures <p><i>Note Academic Professional Track (APT) faculty are only evaluated in two dimensions, typically teaching and service, so the summary report for APT promotion and mid-term review cases the report will only address the dimensions in which the faculty member is required to perform.</i></p> <p><i>In addition, the author of the scholarship, teaching, service and summary of discussion subsections must identify the author that wrote the subsection.</i></p>
<p>September 30th</p>	<p>Department Head Recommendation letter due in Interfolio for all cases using the “Department Head Report” template as an example of the structure which is comprised of the following sections:</p> <ul style="list-style-type: none"> • Introduction to the Case • Scholarship • Teaching • Service • Recommendation
<p>October 31st</p>	<p>College Review Committee Report and Recommendation due in Interfolio for all cases using the “P&T Committee Report” template as an example of the structure which is comprised of the following sections:</p> <ul style="list-style-type: none"> • Introduction to the Case • Scholarship • Teaching • Service • Summary of Discussion • Voting table • Table of committee members with titles and a place for signatures
<p>November 30th</p>	<p>CAO Recommendation Report due in Interfolio for all cases using the “Dean Report” template as an example of the structure which is comprised of the following sections:</p> <ul style="list-style-type: none"> • Introduction to the Case • Scholarship • Teaching • Service • Recommendation

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Timeline / Deadline	Action
December	<p>All promotion and tenure cases submitted to “Faculty Affairs Staff Review” level in Interfolio. Deadline set annually, typically first week of December. Prior to submitting to Faculty Affairs, the College Administrator will ensure the “Summary Data Table” (formerly known as the dossier coversheet) is completed accordingly with the college level outcomes and voting for each case.</p> <p>All “Mid-Term, Tenure Track; Mid-Term, Academic Professional Track”; and “Post Tenure Review” cases complete and closed in Interfolio.</p> <p>Annual Review process starts over with faculty ensuring their activities are updated in Interfolio’s Faculty180 and due to the Department Head by February 1st. <i>Refer back to beginning of this timeline for continuance of the annual evaluation process and the faculty annual evaluation cycle.</i></p>
December <i>continued</i>	<p>CAO sets meeting with faculty member and Department Head for Mid Term, Tenure Track cases to discuss progress towards promotion with tenure.</p> <p>CAO sets meeting with faculty member and Department Head for Mid Term, Academic Professional Track cases to discuss progress towards promotion.</p>
January (of following year)	<p>University promotion and tenure committees offer recommendations to the Vice President for Faculty Affairs and Provost.</p>
February (of following year)	<p>Office of Faculty Affairs meets with CAO to discuss recommendations for all promotion and tenure cases.</p> <p>Provost forwards recommendations to University President on all promotion and tenure cases. University President forwards recommendations for all promotion and tenure cases to the Board of Regents.</p> <p>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.</p>
February – March (of following year)	<p>All “Mid-Term, Academic Professional Track” faculty case follow-up by the Department Head will occur no later than during the faculty member’s annual review meeting.</p>
April - May (of following year)	<p>Board of Regents reviews recommendations and makes final decisions on tenure cases.</p>
May 31 st (of following year)	<p>All post tenure reviews are complete well before the System mandated deadline.</p>
September 1 (of following year)	<p>Promotion and Tenure effective for successful cases.</p> <p>Six-year peer review clock resets for “Post Tenure Review” cases.</p>

Related Statutes, Policies, or Requirements

[University Rule 12.01.99.M1 University Statement on Academic Freedom, Responsibility, Tenure and Promotion](#)

[Standard Administrative Procedure 12.06.99.M0.01 Post-Tenure Review](#)

[University Guidelines for Annual and Mid-Term Review](#)

[University Promotion and Tenure Guidelines](#)

[Interfolio Review, Promotion and Tenure Guides](#)

Addendum Resources

- A. [Mandatory Consideration, Tenure Track Document Checklist](#)
[Tenured, Promotion Document Checklist](#)
- B. [Promotion, Academic Professional Track Document Checklist](#)
- C. [Mid-Term Review, Tenure Track Document Checklist](#)
- D. [Mid-Term Review, Academic Professional Track Document Checklist](#)
- E. [Post Tenure Review Document Checklist](#)
- F. [Department Review Committee Document Checklist](#)
- G. [Department Document Checklist](#)
- H. [College Document Checklist](#)
- I. [Interfolio Annual Evaluation Steps](#)
- J. [Interfolio Cycle Evaluation Steps](#)

Candidate Dossier Packet Requirements by Evaluation Type

Candidate Dossiers Due April 15th Annually

Addendum A

Mandatory Consideration, Tenure Track and Promotion, Tenured

Candidate Impact Statement on Teaching, Research or Other Scholarly or Creative Activities, and Service

- 3 typed pages maximum; single-spaced; 10pt font minimum; 1-inch margins
- Explains the quality, productivity overtime and impact within each area of responsibility (ie: teaching, research/scholarly or creative work, and service accomplishments).
- Refer to the [Faculty Affairs website](#) for guidance on writing an impact statement.

Curriculum Vitae

- Must use the [Vita Template](#) or [generate a vita in Interfolio Faculty180](#); do not alter the order or structure of items in the template.
- Concise overview of academic accomplishments; reflecting experiences and development in career as a teacher and scholar; annotate as needed to highlight impact of work and specific contributions.
- The template includes an annotation to specify authorship protocols within the discipline regarding order of authorship and contributions if not lead author.
- The grants section of the template should be used as is, without alteration and including all the indicated information.
- The template includes a 200-word biography of the candidate, which will be published in the recognition booklet featuring newly promoted and/or tenured faculty.
- Candidates will be asked, as part of the submission, to verify that the contents of their dossier are current and correct.

Verification of Contents Statement

- This is completed online within Interfolio and describes the list of all materials the Candidate has submitted to the Department Review Committee for the purpose of promotion and/or tenure, mid-term, or post tenure review consideration.

Candidate External Reviewer Checklist

- Upload a signed [Candidate External Reviewer Checklist](#).
- Arm's length scholars at or above the rank of the candidate from peer or aspiring institutions who do not have a vested interest in the outcome and therefore can provide an objective and unbiased review.

Unit/Department Specific Required Documents

- Upload materials and supporting documentation as required by [departmental faculty evaluation guidelines](#).

Candidate Supplemental Documents

- May include other materials and supporting documentation deemed pertinent to the case, but not appropriate for placement elsewhere (ie: annual evaluations). Candidates may opt to include a [COVID-19 impact statement](#).

Candidate Dossier Packet Requirements by Evaluation Type

Candidate Dossiers Due April 15th Annually

Addendum B

Promotion, Academic Professional Track

- Candidate Impact Statement on Teaching, Research or Other Scholarly or Creative Activities, and Service**
 - 3 typed pages maximum; single-spaced; 10pt font minimum; 1-inch margins
 - Explains the quality, productivity overtime and impact within each area of responsibility (ie: teaching and service accomplishments).
 - Refer to [the Faculty Affairs website](#) for guidance on writing an impact statement.

- Curriculum Vitae**
 - Must use the [Vita Template](#) or [generate a vita in Interfolio Faculty180](#); do not alter the order or structure of items in the template.
 - Concise overview of academic accomplishments; reflecting experiences and development in career as a teacher; annotate as needed to highlight impact of work and specific contributions.
 - The template includes an annotation to specify authorship protocols within the discipline regarding order of authorship and contributions if not lead author.
 - The grants section of the template should be used as is, without alteration and including all the indicated information.
 - The template includes a 200-word biography of the candidate, which will be published in the recognition booklet featuring newly promoted and/or tenured faculty.
 - Candidates will be asked, as part of the submission, to verify that the contents of their dossier are current and correct.

- Verification of Contents Statement**
 - This is completed online within Interfolio and describes the list of all materials the Candidate has submitted to the Department Review Committee for the purpose of promotion and/or tenure, mid-term, or post tenure review consideration.

- Unit/Department Specific Required Documents**
 - Upload materials and supporting documentation as required by [departmental faculty evaluation guidelines](#).

- Candidate Supplemental Documents**
 - May include other materials and supporting documentation deemed pertinent to the case, but not appropriate for placement elsewhere (ie: annual evaluations). Candidates may opt to include a [COVID-19 impact statement](#).

Candidate Dossier Packet Requirements by Evaluation Type

Candidate Dossiers Due April 15th Annually

Addendum C

Mid-Term Review, Tenure Track

- Candidate Impact Statement on Teaching, Research or Other Scholarly or Creative Activities, and Service**
 - 3 typed pages maximum; single-spaced; 10pt font minimum; 1-inch margins.
 - Explains the quality, productivity overtime and impact within each area of responsibility (ie: teaching, research/scholarly or creative work, and service accomplishments).
 - Refer to [the Faculty Affairs website](#) for guidance on writing an impact statement.

- Curriculum Vitae**
 - Must use the [Vita Template](#) or [generate a vita in Interfolio Faculty180](#); do not alter the order or structure of items in the template.
 - Concise overview of academic accomplishments; reflecting experiences and development in career as a teacher and scholar; annotate as needed to highlight impact of work and specific contributions.
 - The template includes an annotation to specify authorship protocols within the discipline regarding order of authorship and contributions if not lead author.
 - The grants section of the template should be used as is, without alteration and including all the indicated information.
 - The template includes a 200-word biography of the candidate, which will be published in the recognition booklet featuring newly promoted and/or tenured faculty.
 - Candidates will be asked, as part of the submission, to verify that the contents of their dossier are current and correct.

- Verification of Contents Statement**
 - This is completed online within Interfolio and describes the list of all materials the Candidate has submitted to the Department Review Committee for the purpose of promotion and/or tenure, mid-term, or post tenure review consideration.

- Unit/Department Specific Required Documents**
 - Upload materials and supporting documentation as required by [departmental faculty evaluation guidelines](#).

- Candidate Supplemental Documents**
 - May include other materials and supporting documentation deemed pertinent to the case, but not appropriate for placement elsewhere (ie: annual evaluations). Candidates may opt to include a [COVID-19 impact statement](#).

Candidate Dossier Packet Requirements by Evaluation Type

Candidate Dossiers Due April 15th Annually

Addendum D

Mid-Term Review, Academic Professional Track

Currently, mid-term reviews of APT faculty are strongly encouraged, but are not mandatory. A potential benefit of performing an APT mid-term review is to obtain early feedback and guidance from the various stages of review regarding the trajectory towards eventual promotion.

Candidate Impact Statement on Teaching and Service*

- 3 typed pages maximum; single-spaced; 10pt font minimum; 1-inch margins.
- Explains the quality, productivity overtime and impact within each area of responsibility (ie: teaching, research/scholarly or creative work, and service accomplishments).
- Refer to the [Faculty Affairs website](#) for guidance on writing an impact statement.

*For any APT faculty that have Research or Other Scholarly or Creative Activities as part of their duties instead of Service, modify candidate impact statement accordingly.

Curriculum Vitae

- Must use the [Vita Template](#) or [generate a vita in Interfolio Faculty180](#); do not alter the order or structure of items in the template.
- Concise overview of academic accomplishments; reflecting experiences and development in career as a teacher and scholar; annotate as needed to highlight impact of work and specific contributions.
- The template includes an annotation to specify authorship protocols within the discipline regarding order of authorship and contributions if not lead author.
- The grants section of the template should be used as is, without alteration and including all the indicated information.
- The template includes a 200-word biography of the candidate, which will be published in the recognition booklet featuring newly promoted and/or tenured faculty.
- Candidates will be asked, as part of the submission, to verify that the contents of their dossier are current and correct.

Verification of Contents Statement

- This is completed online within Interfolio and describes the list of all materials the Candidate has submitted to the Department Review Committee for the purpose of promotion and/or tenure, mid-term, or post tenure review consideration.

Unit/Department Specific Required Documents

- Upload materials and supporting documentation as required by [departmental faculty evaluation guidelines](#).

Candidate Supplemental Documents

- May include other materials and supporting documentation deemed pertinent to the case, but not appropriate for placement elsewhere (ie: annual evaluations). Candidates may opt to include a [COVID-19 impact statement](#).

Candidate Dossier Packet Requirements by Evaluation Type

Candidate Dossiers Due April 15th Annually

Addendum E

Post Tenure Review

- Candidate Impact Statement on Teaching, Research or Other Scholarly or Creative Activities, and Service**
 - 3 typed pages maximum; single-spaced; 10pt font minimum; 1-inch margins
 - Explains the quality, productivity overtime and impact within each area of responsibility (ie: teaching, research/scholarly or creative work, and service accomplishments) since last promotion or post tenure review.
 - Refer to [the Faculty Affairs website](#) for guidance on writing an impact statement.

- Curriculum Vitae**
 - Must use the [Vita Template](#) or [generate a vita in Interfolio Faculty180](#); do not alter the order or structure of items in the template.
 - Concise overview of academic accomplishments; reflecting experiences and development in career as a teacher and scholar; annotate as needed to highlight impact of work and specific contributions.
 - The template includes an annotation to specify authorship protocols within the discipline regarding order of authorship and contributions if not lead author.
 - The grants section of the template should be used as is, without alteration and including all the indicated information.
 - The template includes a 200-word biography of the candidate, which will be published in the recognition booklet featuring newly promoted and/or tenured faculty.
 - Candidates will be asked, as part of the submission, to verify that the contents of their dossier are current and correct.

- Verification of Contents Statement**
 - This is completed online within Interfolio and describes the list of all materials the Candidate has submitted to the Department Review Committee for the purpose of promotion and/or tenure, mid-term, or post tenure review consideration.

- Unit/Department Specific Required Documents**
 - Upload materials and supporting documentation as required by [departmental faculty evaluation guidelines](#).

- Candidate Supplemental Documents**
 - May include other materials and supporting documentation deemed pertinent to the case, but not appropriate for placement elsewhere (ie: annual evaluations). Candidates may opt to include a [COVID-19 impact statement](#).

Dossier Document Requirements for Department Review Committee

Reports Due September 15th Annually

Addendum F

APRIL

External Reviewer Chart

- Complete the [External Reviewer Chart](#) for “Mandatory Consideration, Tenure Track” and “Promotion, Tenured” cases to include the external reviewers being recommended at the department level and submit to Department Head.
- Arm's length scholars at or above the rank of the candidate from peer or aspiring institutions who do not have a vested interest in the outcome and therefore can provide an objective and unbiased review.
- Submit the External Reviewer Chart to the CAO for approval prior to sending external reviewer letter requests.

Candidate dossiers submitted to the Department Administrator by April 15th

- After ensuring all required documents meet [governing guidelines](#) and are uploaded to the Candidate's case, the dossier will be forwarded to the Department Review Committee level.

Department Review Committee begins reviewing Candidate Dossiers

- Should the department review committee need additional documentation from the candidate or require a revision to an existing document, the Department Administrator can “unlock” the applicable section of the Candidate's case in Interfolio and the Candidate can upload the additional documentation or information requested.

APRIL – MAY

External Reviewer Solicitation Letter Request

For “Mandatory Consideration, Tenure Track” and “Promotion, Tenured” cases only

- Handled by the Department Review Committee or the Department Head per departmental faculty evaluation guidelines for “Mandatory Consideration, Tenure Track” and “Promotion, Tenured” cases
- From the two lists, a group of at least 7 are to be selected and contacted by the Department Head or Department Review Committee Chair
- Must use the University [Standard External Review Template](#) to solicit external evaluations within Interfolio..
<https://dof.tamu.edu/dof/media/DOF-Media/Documents/Interfolio/Interfolio%20RPT/P-T-Interfolio-How-to-Request-an-External-Evaluation-through-an-RPT-Case.pdf>
- The system will automatically send out periodic reminders as the due date for receipt of the letters approaches. When the external reviewer submits their letter, it automatically uploads directly into the Candidate's case.
- Refer to <https://facultyaffairs.tamu.edu/Faculty-Affairs/Promotion-Tenure/External-Reviewer-Letters> for more complete information regarding the external reviewer letters.

MAY – AUGUST

External Evaluations

For “Mandatory Consideration, Tenure Track” and “Promotion, Tenured” cases only

- Must include a minimum of 5 arm's length letters, although 7 is preferred
- A minimum of 3 letters from the department's suggested list must be included
- Refer to <https://facultyaffairs.tamu.edu/Faculty-Affairs/Promotion-Tenure/External-Reviewer-Letters> for more complete information regarding the external reviewer letters.

AUGUST – SEPTEMBER 15TH

Mandatory Consideration, Tenure Track; Promotion, Tenured; Mid-Term Review, Tenure Track; and Post Tenure Review

The Department Review Committee writes well-substantiated analyses of the scope (quality, productivity overtime) and IMPACT of Candidate's performance in each of the three areas of responsibility.

- For faculty with joint appointments, committees should have clear understanding of the expectations for each department in the areas of teaching; research and/or other scholarly or creative activities and service.
- Interdisciplinary activities should be evaluated and valued the same as those that are discipline specific.
- IMPACT of the Candidate's performance on student success, through teaching, research and service activities should be addressed and valued, when appropriate.

The summary report documents the analysis / assessment of each area of responsibility assigned to the Candidate. It should not repeat information that can be found elsewhere in the dossier. It may refer to the external reviewer letters and other materials without directly quoting them.

Authorship of each subsection should be made clear by listing the names of the individual or individuals who wrote each report. These reports should be edited to ensure they accurately reflect the views of the Department Review Committee. To indicate this occurred, add a typed statement at the end of the summary report such as, *"The opinions and conclusions stated in this report regarding the candidate accurately reflect the views of the Department Review Committee"*.

For guidance on writing the various subsections, as reflected below, visit <https://facultyaffairs.tamu.edu/Faculty-Affairs/Promotion-Tenure/Department-Process>.

Introduction to the Case

Scholarship

- Place the Candidate's impact of research or other scholarship contributions in the context of the specific departmental mission, goals, expectations, and criteria.

Teaching, including the synthetic analysis of student evaluations, chronologically and in tabular form

- To include evaluation of course materials; Synthetic analysis of student evaluations of teaching; Evaluation of other valuable teaching contributions.

Service

- Explain the Candidate involvement, contributions, quality, and impact of their service activities to the institution and externally.

Summary of Discussion

- Convey the essence of the Department Review Committee's discussion and vote regarding the Candidate's performance and impact of their work as it relates to their suitability for eventual promotion and/or tenure or post tenure productivity.
- Summarize the most relevant issues brought up during the discussion and which will explain the outcome of the vote. A record of votes alone does not document the important issues in the deliberations.
- Address any negative comments made by external reviewers for promotion cases.

Voting Table

- Include voting table; a mixed vote requires further explanation of both the candidate's demonstrated abilities and the committee's concerns.

Table of Committee Members

- A table listing the committee members, their titles, with a place for their signature.

Unit/Department Specific Required Documents

- If applicable, upload any other materials and documentation deemed pertinent to the case that the department review committee considered (ie: annual evaluations and mid-term review report).

AUGUST – SEPTEMBER 15TH

Promotion, Academic Professional Track and Mid-Term Review, Academic Professional Track*

The Department Review Committee writes well-substantiated analyses of the scope (quality, productivity overtime) and IMPACT of Candidate's performance in each of the two areas of responsibility.

- For faculty with joint appointments, committees should have clear understanding of the expectations for each department in the areas of teaching and service.
- Interdisciplinary activities should be evaluated and valued the same as those that are discipline specific.
- IMPACT of the Candidate's performance on student success, through teaching and service activities should be addressed and valued, when appropriate.

The summary report documents the analysis / assessment of each area of responsibility assigned to the Candidate. It should not repeat information that can be found elsewhere in the dossier. It may refer to other materials without directly quoting them.

Authorship of each subsection should be made clear by listing the names of the individual or individuals who wrote each report. These subsections should be edited to ensure they accurately reflect the views of the Department Review Committee. To indicate this occurred, add a typed statement at the end of the summary report such as, *"The opinions and conclusions stated in this report regarding the candidate accurately reflect the views of the Department Review Committee"*.

For guidance on writing the subsections as reflected below, visit <https://facultyaffairs.tamu.edu/Faculty-Affairs/Promotion-Tenure/Department-Process>.

Introduction to the Case

Teaching, including the synthetic analysis of student evaluations, chronologically and in tabular form

- To include evaluation of course materials; Synthetic analysis of student evaluations of teaching; Evaluation of other valuable teaching contributions.

Service

- Explain the Candidate involvement, contributions, quality, and impact of their service activities to the institution and externally.

Summary of Discussion

- Convey the essence of the Department Review Committee's discussion and vote regarding the Candidate's performance and impact of their work as it relates to their suitability for eventual promotion and/or tenure or post tenure productivity.
- Summarize the most relevant issues brought up during the discussion and which will explain the outcome of the vote. A record of votes alone does not document the important issues in the deliberations.
- Address any negative comments made by external reviewers for promotion cases

Voting Table

- Include voting table; a mixed vote requires further explanation of both the candidate's demonstrated abilities and the committee's concerns.

Table of Committee Members

- A table listing the committee members, their titles, with a place for their signature.

Unit/Department Specific Required Documents

- If applicable, upload any other materials and documentation deemed pertinent to the case that the department review committee considered (ie: annual evaluations and mid-term review report).

*Currently, mid-term reviews of APT faculty are strongly encouraged, but are not mandatory. A potential benefit of performing an APT mid-term review is to obtain early feedback and guidance from the various stages of review regarding the trajectory towards eventual promotion.

Dossier Document Requirements for Department
All Departmental Documentation Due September 30th Annually

* For “Mandatory Consideration, Tenure Track” and “Promotion, Tenured” cases only

Addendum G

APRIL-MAY

External Reviewers Chart*

- Complete the [External Reviewers Chart](#), listed alphabetically by last name., including biographies and justifications.
- Indicate which reviewers were suggested by the candidate versus the department.
- Submit to the CAO for approval prior to sending external reviewer letter requests.

SEPTEMBER

[Summary Data Table](#)

- Complete the Summary Data Table, including the Department Review Committee voting results and the Department Head’s recommendation.
- Email the Summary Data Table Word document to the College Administrator.
- A Summary Data Table is not required for “Mid-Term, Tenure Track”, Mid-Term, Academic Professional Track” nor “Post Tenure Review” cases.

Candidate Professional Photograph

- 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.
- Photographs should be a vertical head or upper-body shot in which the head is 1” high.
- Email the faculty member’s electronic photo file to the College Administrator for all promotion cases.
- Photographs are not required for “Mid-Term, Tenure Track”, Mid-Term, Academic Professional Track” nor “Post Tenure Review” cases.

External Reviewers Chart*

- Finalize the Excel External Reviewers Chart, by specifying which letters were received.
- Upload the final External Reviewer Chart to the Candidate case (removing any previous versions that may be uploaded).

External Evaluations*

- Ensure applicable number of letters has been received.

SEPTEMBER 30TH

Department Head

- Recommendation letter uploaded to the Candidate’s case.
- Send case to College Administrator step in Interfolio.

Dossier Document Requirements for College Level

Addendum H

SEPTEMBER 30TH

College Administrator

- Checks Candidate case for all documents required, follows up with Department Head as needed.
- Sends Candidate case to the College Review Committee.

OCTOBER 31ST

College Review Committee

- Uploads the College Committee Report and Recommendation to the Candidate's case.
- If applicable, upload any other materials and documentation deemed pertinent to the case that the college review committee considered that was not already uploaded by the department review committee under Unit/Department Specific Required Documents section of the dossier.
- Send case to the college "Dean" (CAO) step in Interfolio no later than October 31st.

NOVEMBER 30TH

Chief Academic Officer

- Recommendation and summary letter uploaded to the Candidate's case for all promotion and/or tenure cases.
- May or may not provide a recommendation letter, at Chief Academic Officer's discretion for
 - Mid Term Review, Tenure Track
 - Mid Term Review, Academic Professional Track
 - Post Tenure Review

DECEMBER – *deadline set annually by Faculty Affairs*

[Summary Data Sheet](#)

- College Administrator to finalize the [Summary Data Sheet](#) with both College Review Committee and Chief Academic Officer voting outcomes for all promotion and/or tenure Candidate cases.

Office of Faculty Affairs

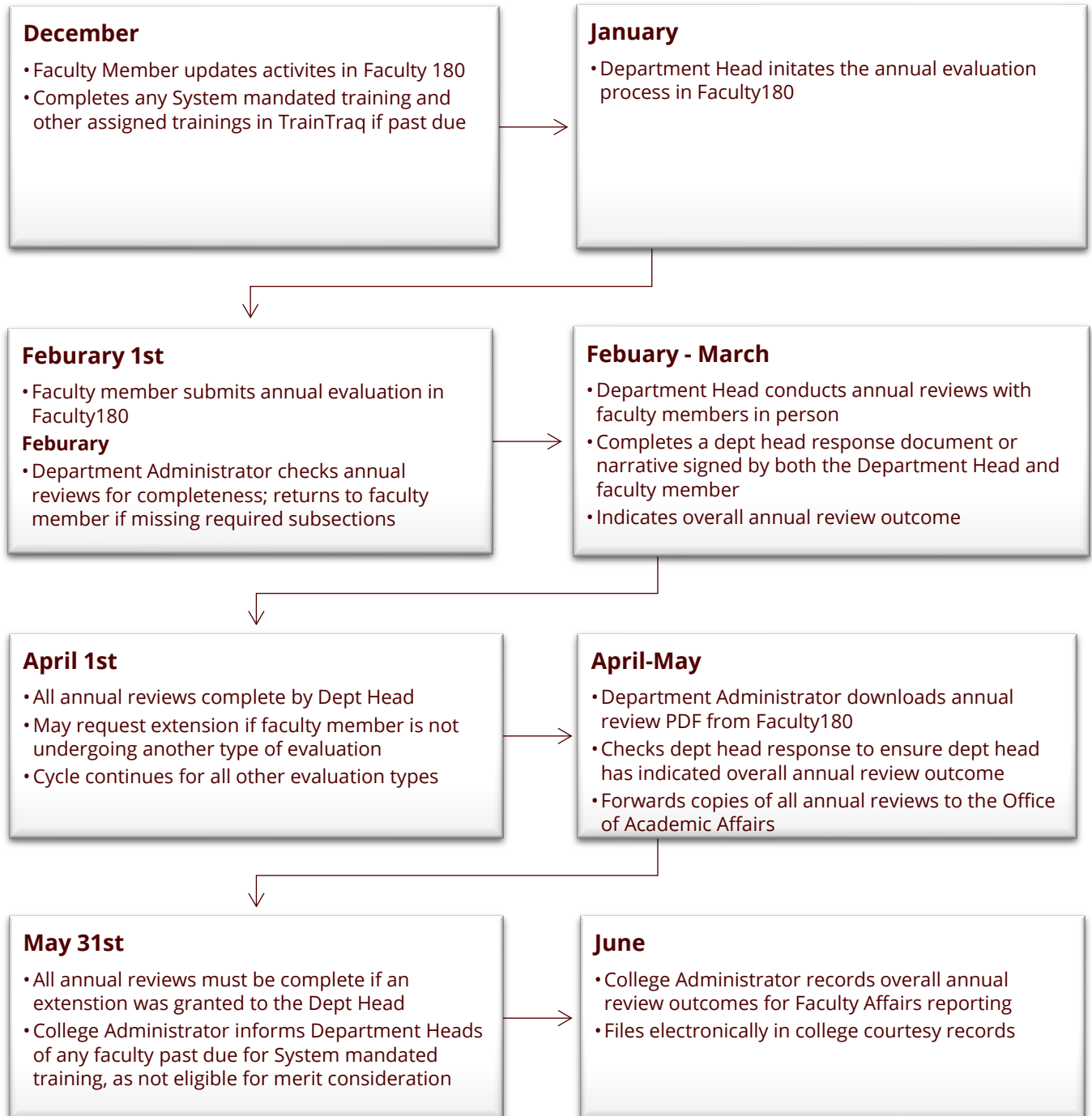
- College Administrator or Chief Academic Officer to submit all promotion and/or tenure cases in Interfolio to "Faculty Affairs Staff Review" level in Interfolio. This ends our involvement with the cases in Interfolio. The Office of Faculty Affairs will handle all subsequent steps including closing the promotion and/or tenure Candidate cases.

Records Retention

- College Administrator to close all mid-term and post tenure review cases in Interfolio.
- College Administrator to extract all Candidate case dossiers from Interfolio and retain courtesy record at the college level. **Note, Departments should also perform this last step after cases are sent to the Office of Faculty Affairs.**

Addendum I

Interfolio Faculty180 Annual Review Steps



Addendum J

Interfolio Cycle Evaluation Steps

Note: College and Department Administrators have full access to the case no matter which step the case is at.

