

APPENDIX I: 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/evaluation-development/faculty-evaluation-guidelines.html>
- (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/evaluation-development/promotion-tenure.html>

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.

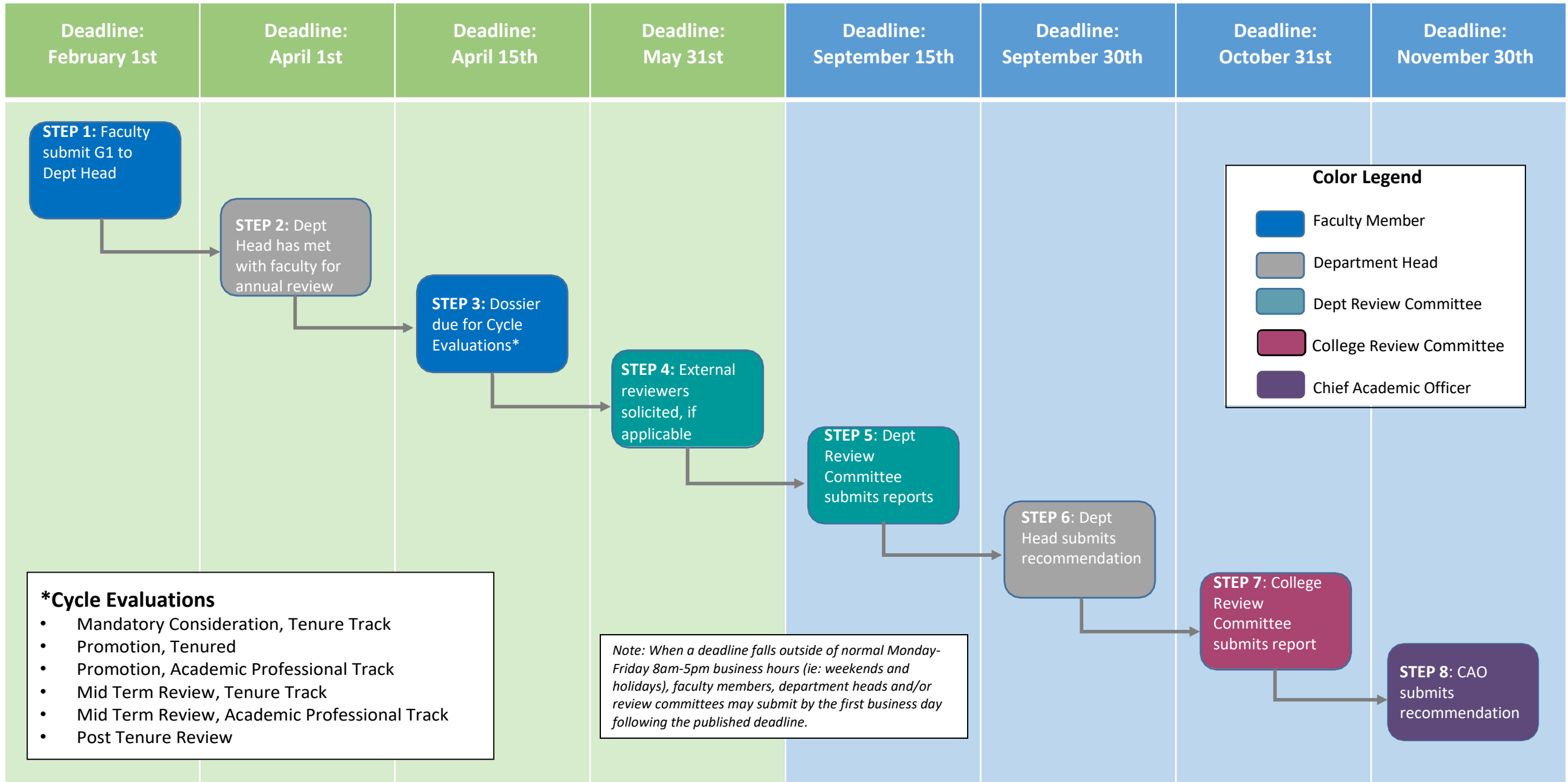
**All cycle evaluations will utilize the web based Interfolio Review, Promotion and Tenure module to route dossier materials through each stage of the applicable process. In the rare event that we have a “Tenure Only” case, the “Mandatory Consideration, Tenure Track” process will be followed.



Faculty Cycle Evaluations Workflow

SPRING

FALL



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)	All faculty should ensure their activities are updated in Faculty180 for the calendar year. Faculty need to ensure that they can access Interfolio. Report any issues to your Department Head immediately.
January	CAO office may host a Department Head retreat relating to the annual evaluation cycle and other Academic Affairs priorities. 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.
February 1st	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.
February	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.
February - March	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. 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. Faculty going up for a cycle evaluation (promotion and/or tenure, mid-term, or post tenure review) should be compiling their dossier materials.
March	The Office of Faculty Affairs publishes the annual Promotion and Tenure cycle guidelines and deadlines no later than April 1 st 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. 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.
April 1st	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. Extensions up to May 31 st 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.

Timeline / Deadline	Action
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>

Timeline / Deadline	Action
<p>April - May</p>	<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>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>
<p>First Day of the Fall Semester (mid-late August)</p>	<p>Department Review Committees resume review, analysis, and evaluation of all Candidate cases for the cycle and writes applicable reports following all governing guidelines.</p>
<p>September</p>	<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>
<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>

Timeline / Deadline	Action
September 30th	<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
October 31st	<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
November 30th	<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
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>

Timeline / Deadline	Action
February (of following year)	Office of Faculty Affairs meets with CAO to discuss recommendations for all promotion and tenure cases. 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. 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.
February – March (of following year)	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.
April - May (of following year)	Board of Regents reviews recommendations and makes final decisions on tenure cases.
May 31st (of following year)	All post tenure reviews are complete well before the System mandated deadline.
September 1 (of following year)	Promotion and Tenure effective for successful cases. Six-year peer review clock resets for “Post Tenure Review” cases.

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](#)