

## F. Other Activities Report (Dossier Item 7)

This report is for any activities that do not fit into any of the other three (e.g. patient care, extension, outreach, etc.) Specific guidance of what should be assessed in this report may be found in department/college guidelines. This section should be left blank if it does not apply to the candidate.

## G. Department P&T Committee Discussion Report and Recommendation\* (Dossier Item 9)

The P&T Committee Discussion Report and Recommendations is advisory in nature. The main purpose of this report is to convey the essence of the departmental 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.

The report should make it clear that adequate consideration was given to teaching; research and/or other scholarly or creative activities; service; and other activities (as relevant categories for the particular faculty member appointment), and that the recommendation was based on a set of written and widely circulated promotion and tenure guidelines promulgated by the college and/or department (which are reviewed and updated regularly). **A mixed vote requires further explanation of both the candidate's demonstrated abilities and the committee's concerns.**

The report should reflect the essence of the evaluative concerns and support regarding the candidate's case, and the committee's recommended action. For example, "the majority thought the quantity of publications was good, but questioned the quality," or "a minority was concerned about the rate of productivity," or "the research and scholarly publications were excellent but a few committee members expressed concerns about the quality of the teaching."

### Important

- Make sure that the discussion report correlates with the vote (i.e. positive report will correlate with positive vote; a positive report with some concerns will correlate with mixed vote; a report with significant concerns will correlate with negative vote).
- **All faculty participating in the P&T process should adhere to the process guidelines outlined in [Section II](#) of this document, as well as, any appropriate departmental or college guidelines.**

### Format & Guidelines

- The summative Departmental Committee discussion report and recommendations should address teaching; research and/or other scholarly or creative activities; service; and other activities, as applicable to the candidate.
- The summary report should not be mere repetition of the synopses of the teaching; research and/or other scholarly or creative activities; service; and other activities. They should clearly highlight the impact (or lack thereof) of the work of the candidate in the context of their field.
- Avoid summarizing information that can be found in other documents (although reference to other documents, such as the teaching; research and/or other scholarly or creative activities; service; and other activities reports is to be expected).
- Explain the votes, specifically, absences, recusals.
- 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.

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\* Only one report should be submitted and submitting minority reports is discouraged. However, if this is impossible and a committee must submit minority reports, they will only be accepted if the reports indicate the name(s) of those submitting the minority report(s). Unattributed minority reports will not be accepted.

- Avoid direct quotes, minutes, or transcripts of the proceedings.
- Make sure the committee recommendations in this report are consistent with evidence of performance as documented in the rest of the dossier.
- The committee **discussion report and recommendations** should address any negative comments made by the external reviewers. Avoiding such comments calls into question the quality of the analysis by the department P&T committee.
- While the P&T departmental **discussion report and recommendations** should emphasize a case based on the evidence that supports the recommendation, an explanation of contrary statements in the departmental reports, external letters, or members’ votes should be provided and given a sense of the weighting in the overall decision. Discussion and views of any minority or dissenting faculty should be reflected in the discussion report.
- The committee’s **discussion report and recommendations** should reflect the department P&T committee acceptance of the conclusions in the analyses described under the individual *Teaching; Research and/or other Scholarly or Creative Activities; Service; and Other Activities* reports. If those analyses do not reflect the deliberations of the committee and the committee recommendations, then the committee report must explain this.
- There should be no discrepancy between the vote and description of performance and impact of the candidate’s work; explain discrepancies, if they occur.
- The name and title for each of the committee members should be included in the report.
- **Voting:**
  - Abstain votes are not allowed.
  - Absent should be used for a committee member with a justified absence (professional travel, illness, faculty development leave). Absent should not be used for a committee member who does not wish to participate or review the dossier.
  - Members with a conflict of interest must recuse themselves (e.g. a relative of the candidate; a graduate or post-doc advisor).
  - All votes across should add to make up the total eligible
  - The vote of the P&T committee must be included in the discussion report, as formatted in the table below.

	Yes	No	Absent	Recused	Total Eligible
Votes					

**Important: Department Head's Presence at P&T Committee Meetings**

- Committee discussions and recommendations regarding candidates should be independent of the recommendation, opinion, or influence of any administrator.
- It is therefore recommended that the department head not attend the meetings during which the committee is processing a case.
- If the committee wishes to have the department head present, and if the department guidelines or bylaws make it clear that this may occur, the department head may attend.
- The department head should be present for meetings on all candidates, not selective ones, and their participation must be limited to answering procedural questions or provide clarifying information not their personal opinion.

- All committee members should review the contents of the committee discussion report and recommendations and indicate agreement that the document reflects the discussion and voting outcome with their signature.
- An email agreeing to the content of the report can be used in place of a signature.
- A table listing the committee members, their titles, and confirmation that they agree with the content of the letter (must be all those who voted) must be placed immediately after the Discussion report.

## H. Department Head Recommendation (Dossier Item 10)

### Description

This report gives the department head an opportunity, after reviewing the candidate's dossier, reports and recommendations generated by the P&T committee, and external reviewers' letters, to make an independent recommendation for/against tenure and/or promotion. This report should include a discussion of the P&T committee evaluations/recommendations, especially if they disagree with the committee, as well as the outside letters and any further evaluation the department head wishes to make.

An essential aspect of this report is to place the candidate's scope (*quality, productivity over time*) and **IMPACT** of the candidate's performance in all the areas or responsibility in the context of the specific departmental mission, goals, expectations and criteria.

### Important

- If the dean votes NO and the department head voted YES, the department head will have the opportunity to resubmit a case for reconsideration, See "[Section B: Reconsideration of a Case](#)" of this document.

*Department heads should adhere to the process guidelines outlined in [Section II](#) of this document, as well as, any appropriate departmental and/or college guidelines.*

### Format & Guidelines

- Provide a general basis for the strength and weakness of the case.
- Should not merely re-iterate what was said in the department reports or external letters.
- Provide the context for each candidate's case and their impact within the context of the department goals and expectations.
- Explain special consideration cases (i.e., early promotion/tenure, delays in promotion/tenure, special hiring circumstances...)
- Address any mixed or negative votes, if not explained in the **department P&T committee discussion report and recommendations.**
- Address aspects of P&T Committee reports that need clarification, e.g., a low rate or participation or discrepancies between votes and assessment.
- Address any negative comments by external reviewers if not properly addressed by the P&T committee.
- Clearly articulate the department head vote, especially if it is contrary to the departmental P&T committee or external reviewer's recommendations.
- If the faculty member is a member of an interdisciplinary program at Texas A&M University, an additional letter should also be requested from the chair of the program. Letters from chairs of interdisciplinary programs must be included after the department head letter, in [Dossier Item 10](#).