



Promotion & Tenure Review Timeline (All-Faculty) 2023 -2024 Cohort

Party/Unit	Due Date	Action
	September 2022	School Wide Training: SEHD Associate Dean for Faculty Affairs: Conduct a Workshop on Promotion/Promotion and Tenure Process
Department Heads	September 2023	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 – February 2023	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, 2023	Candidate: Submits draft dossier and external review list to Department Head.
Department Heads	February 13, 2023	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.
Department Administration		Department Administrators Review dossiers for compliance with University T&P Guidelines and returns to candidate if corrections are needed. Administrators ensure/attach for each candidate the following in Interfolio: <ul style="list-style-type: none"> • College/School Chart (just with your department info) • Faculty Bio • Faculty Tenure Table • Faculty Summary Data Table • Faculty Grants Chart



Department Heads	March 31, 2023	Department Heads: Request External Review Letters <ul style="list-style-type: none">• Contact identified external reviewers and request participation.• Send candidate's P&T materials to external reviewers. IMPORTANT: Dossiers must be complete and error free before external letter writers are contacted. Contact should be extended through Interfolio system (link) etc
	August 1, 2023	DUE DATE : External review letters due to department.
Department P&T Committee	August 4 - September 22, 2023	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 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.
FAO Administration	September 22 –29, 2023	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	October 2, 2023	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 20, 2023	Dean's Review: Dean will review full dossier and draft recommendation.
Dean & Department Heads & FAO Administration	November 10, 2023	NOTIFIES: Dean notifies all candidates of the dossier status through the Department Heads. FAO submits the recommendation to the Vice President for Faculty Affairs Office (VPFA) via Interfolio.



University Level Processing	February 2024	The Vice President for Faculty Affairs (VPFA) communicates APT Promotion results & TT Promotion progress to Dean/FAO. NOTIFIES: Once received, the Dean notifies all candidates of the dossier status through the Department Heads.
TAMU- Board of Regents (BOR)	February - March 2024 ** mending BOR Annual Schedule	TAMU Board of Regents (BOR) approves TT Promotions, VPFA office reaches out to Dean/FAO with results. The Dean's office communicates through Department Head with Candidates.
VPFA Office	March - May 2024	VPFA Office produces congratulations letters for candidates.
SEHD	September 1, 2024	Candidate's promotion title/pay adjustment begins September 1, of the next TAMU Budget cycle.