

**Midterm Review – Tenure Track & APT Faculty  
Timeline  
Cohort 2024-2025**



Due Date	Action
September 27, 2022	<b>Department Heads:</b> Provide a list of upcoming candidates to Associate Dean for Faculty Affairs (send to: Nicole Parker: <a href="mailto:nparker@tamu.edu">nparker@tamu.edu</a> )
October 28, 2022	<b>Department Heads in consultation with the P&amp;T Committee Members and/or Program area Head:</b> <ul style="list-style-type: none"> <li>Select external reviewers (It is recommended that an equal number of letters be solicited from the candidates and department list)</li> <li><b>IMPORTANT:</b> Candidates should not contact potential external reviewers directly to inquire about their willingness to write a letter</li> </ul>
January 7, 2023	<ul style="list-style-type: none"> <li>Send midterm review dossiers to external reviewers</li> </ul>
February 6, 2023	<b>Department Heads:</b> Collect external review letters (Tenure Track 3 letters minimum)
February 13, 2023	<b>Department Review Committee:</b> Review candidate's materials and provide reports (teaching, research, and service) and recommendation (4 memos in total)
March 14, 2023	<b>Departments</b> submit PDF of Dossier and other required forms to the Assoc. Dean for Faculty Affairs for initial review (Use submission guidelines from the college)
March 14– 21, 2023	<b>Faculty Affairs Office:</b> Reviews dossiers for compliance with University T&P Guidelines; returns to Departments to make corrections
March 24, 2023	Corrected Candidate's materials available for review by college review committee
April 18, 2023	<b>College Review Committee:</b> Submits committee memo, reporting vote, recommendation and rationale to Associate Dean for Faculty Affairs.
April 21, 2023	<b>College Review Committee's</b> recommendations forwarded to Dean through the Interfolio system
May 12, 2023	<b>Dean's:</b> Recommendation completed and copy of the Dean's recommendation sent to Dept. Head and candidate  Midterm review process ends at the college level

**\*External reviewers not required for non-tenure track 3rd year reviews except in the case of 3rd year review and promotion being submitted at the same time.**

Revised September 2021  
\*\*\*\*NOTE: dates subject to adjustment pending DOF posting annual schedule