



Promotion & Tenure Review Timeline (All-Faculty) 2024 -2025 Cohort

Party/Unit	Due Date	Action
	September 2023	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 2023 – February 2024	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 9, 2024	Candidate: Submits draft dossier and external review list to Department Head (not into Interfolio).
Department Heads	February 12, 2024	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.
University Timeline	March 2024	Faculty Affairs releases the annual P&T guidelines and requests that deans initiate promotion and tenure proceedings.
Department Administration	March 2024	Department Administrators Review dossiers for compliance with University T&P Guidelines and returns to candidate if corrections are needed.
Department Heads & Department Administration	March 29, 2024 (or when VPFA releases template)	Department Heads: Request External Review Letters using Interfolio IMPORTANT: Dossiers must be complete and error free before external letter writers are contacted. Contact should be extended through Interfolio system (link) etc
University Timeline	April 12, 2024	Deans release their timelines for review and submit to Faculty Affairs. This should include dates for candidates to submit their dossier and dates for departments to submit to the college/school.
Department Heads & Department Administration	August 1, 2024	DUE DATE: External review letters due to department.
Department P&T Committee	August 5 - September 20, 2024	Department 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

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		<p>should review for errors and ask for corrections if applicable. Record vote, confidentiality agreement, and memo signature in Interfolio.</p> <p>DUE DATE FOR REVIEW/RECOMMENDATION FROM COMMITTEE: Departments set internal deadlines for Department Committee.</p>
University Timeline	September 2024	Colleges/schools and branch campuses conduct elections for the University Promotion and Tenure Committees and convey two elected nominees to Faculty Affairs.
Department Head & Department Administration	September 11, 2024	Submits all Cases to the Dean Level
FAO Administration	September 11 –25, 2024	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	September 26, 2024	<p>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.</p> <p>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.</p>
Dean	October 21, 2024	Dean’s Review: Dean will review full dossier and draft recommendation.
University Timeline	November 4, 2024	Deans submit electronic copies of college/school chart (no need for college/school P&T and Dean’s vote at this time), and candidate photos, for all candidates, to the Office of Faculty Affairs.
University Timeline	December 2, 2024	Deans submit recommendations of cases to Faculty Affairs by forwarding complete dossiers of all candidates, through Interfolio, to the Office of Faculty Affairs. If unusual circumstances delay this submittal, the Dean must obtain approval from Faculty Affairs to submit late materials.
Dean & Department Heads & FAO Administration	December 2024	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 Timeline	January 2025	University Promotion and Tenure Committees offer recommendations to Faculty Affairs and Provost.
University Level Processing	February 2025	<p>The Vice President for Faculty Affairs (VPFA) communicates APT Promotion results & TT Promotion progress to Dean/FAO.</p> <p>NOTIFIES: Once received, the Dean notifies all candidates of the dossier status through the Department Heads.</p>
TAMU- Board of Regents (BOR)	February - March 2025 ** 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 2025	VPFA Office produces congratulations letters for candidates.
SEHD	September 1, 2025	Candidate’s promotion title/pay adjustment begins September 1, of the next TAMU Budget cycle.

Revised February 2023

****NOTE:** dates subject to adjustment pending DOF posting annual schedule