

## APPENDIX I: TAMUG TT/T FACULTY PROMOTION AND TENURE PROCESS

*This timeline outlines the documents and actions required. Always refer to the following for complete information and details.*

- (1) Home department's by-laws and/or tenure and promotion procedures (if applicable)
- (2) TAMUG Faculty Evaluation Guidelines <https://www.tamug.edu/AcademicAffairs/FacultyEvaluation.html>
- (3) Dean of Faculties Promotion and Tenure Submission Guidelines <http://dof.tamu.edu/Faculty-Resources/CURRENT-FACULTY/Promotion-and-Tenure>

<u>Action / Documentation</u>	<u>Calendar</u> (Approximate timeline)
<p><b>Departments:</b></p> <ul style="list-style-type: none"> <li>● Form the <b>Department Review Committee</b></li> </ul>	<b>March 2020</b>
<p><b>Department Heads:</b></p> <ul style="list-style-type: none"> <li>● Meet individually with department faculty who seek tenure and/or promotion</li> <li>● Inform the CAO of the dossiers being prepared</li> </ul> <p><b>College:</b></p> <ul style="list-style-type: none"> <li>● CAO to form College Review Committee (bi-annually)</li> </ul> <p><b>Department Administrative Review:</b></p> <ul style="list-style-type: none"> <li>● Create cases in Interfolio using the <a href="#">Candidate's TAMU email address</a></li> <li>● Create the dossier coversheet (fillable form in Interfolio) and update as case proceeds</li> <li>● Upload the <a href="#">External Reviewers Chart</a> in Excel; for promotion with tenure cases only, also upload the <a href="#">Faculty Tenure Table</a> in Word</li> </ul>	<b>April 2020</b>
<p><b>Promotion and Tenure / Tenured Promotion / Mid Term Review Candidates:</b></p> <ul style="list-style-type: none"> <li>● <b>Impact Statement</b> <ul style="list-style-type: none"> <li>○ 3 typed pages maximum; single-spaced; 10pt font minimum; 1 inch margins</li> <li>○ Explains the quality, productivity overtime and impact within each area of responsibility (ie: teaching, research/scholarly or creative work, and service accomplishments)</li> </ul> </li> <li>● <b>Curriculum Vitae</b> <ul style="list-style-type: none"> <li>○ Concise overview of academic accomplishments; reflecting experiences and development in career as a teacher and scholar</li> <li>○ Include signed/ dated statement: <i>"This CV submitted is most current and correct as of the date of this signature."</i>; may be appended onto the end of the CV</li> </ul> </li> <li>● <b>Grants Summary Chart</b> <ul style="list-style-type: none"> <li>○ Upload <a href="#">Grants Summary Chart</a> as an Excel file*</li> <li>○ Accurately list grant information; may include career long awards</li> <li>○ Be sure grants chart and associated details listed in CV are congruent</li> </ul> </li> <li>● <b>Verification of Contents Statement</b> <ul style="list-style-type: none"> <li>○ Fillable form within Interfolio</li> <li>○ Statement that accurately describes a list of all materials the candidate is submitting to the department review committee</li> </ul> </li> <li>● <b>Faculty Data Table</b> <ul style="list-style-type: none"> <li>○ Fillable form within Interfolio; include career totals</li> <li>○ Leave table cells blank if they do not apply</li> </ul> </li> <li>● <b>External Reviewer's Checklist</b> <ul style="list-style-type: none"> <li>○ Upload <a href="#">Candidate External Reviewer Checklist</a></li> <li>○ Arm's length full professors from peer or aspiring institutions who do not have a vested interest in the outcome and therefore can provide an objective and unbiased review</li> </ul> </li> <li>● <b>Other Documents</b> <ul style="list-style-type: none"> <li>○ May include supporting documentation demonstrating/evidencing impact in teaching, research and service</li> <li>○ Departmental by-laws or evaluation guidelines may require specific documentation to be provided in this section (ie: annual evaluations, student evaluations, teaching portfolio, etc.)</li> </ul> </li> </ul>	<p><b>Mid-Late May 2020</b></p> <p>Actual Due Date set by Department Head</p>

<u>Action / Documentation</u>	<u>Calendar</u> (Approximate timeline)
<p><b>Department Review Committee:</b></p> <ul style="list-style-type: none"> <li>● <b>Department External Checklist</b> <ul style="list-style-type: none"> <li>○ Complete the <a href="#">Department External Reviewer Checklist</a> for tenure track and tenured cases</li> <li>○ Arm's length full professors from peer or aspiring institutions who do not have a vested interest in the outcome and therefore can provide an objective and unbiased review</li> </ul> </li> </ul>	<p><b>Early June 2020</b></p>
<p><b>Department Head:</b></p> <ul style="list-style-type: none"> <li>● <b><a href="#">External Reviewers Request Excel spreadsheet</a></b> (outside of Interfolio) <ul style="list-style-type: none"> <li>○ Complete the with the names provided by the candidate and the department review committee</li> <li>○ Provide to CAO to approve peer or aspiring institutions before sending the external review solicitation requests</li> </ul> </li> </ul>	<p><b>Mid June 2020</b></p>
<p><b>Department Review Committee or Department Head:</b></p> <ul style="list-style-type: none"> <li>● <b>External Reviewer Solicitation Letter Request</b> <ul style="list-style-type: none"> <li>○ From the two lists, a group of at least 7 are to be selected and contacted by the Department Head or Dept Review Committee Chair per departmental by-laws or evaluation procedures</li> <li>○ Must use the <b><a href="#">University Standard External Review Template</a></b> (refer to Appendix I in <a href="#">DoF Guidelines</a>) sent via email and in subject line state "<i>Candidate Name Tenure and Promotion External Review Official Request</i>"</li> <li>○ Alternatively, letters from external reviewers can be submitted via Interfolio</li> </ul> </li> </ul>	<p><b>Late June 2020</b></p>
<p><b>Department Review Committee:</b></p> <p>Unless the departmental artifact requirements were preloaded into the Interfolio case template for the Candidate to provide under Other Documents, the committee will need to:</p> <ul style="list-style-type: none"> <li>● Collect and review materials related to evaluation of teaching effectiveness</li> <li>● Collect and review materials related to evaluation of research, scholarly or creative activities</li> <li>● Collect and review materials related to evaluation of service</li> </ul>	<p><b>August - Early September 2020</b></p>
<p><b>Department Review Committee or Department Head:</b></p> <ul style="list-style-type: none"> <li>● <b>External Evaluations</b> <ul style="list-style-type: none"> <li>○ Compile as received for placement in the dossier</li> <li>○ Must include a minimum of 5 arm's length letters, although 7 is preferred with at least 4 letters from individuals in peer or aspiring programs/universities</li> <li>○ A minimum of 3 letters from the department's suggested list must be included</li> </ul> </li> <li>● <b>External Reviewers Biographies / Justifications</b> <ul style="list-style-type: none"> <li>○ Provide a separate document listing the name, title, affiliation, contact information and a half a page (maximum) biography highlighting specific qualifications and credentials for each of the reviewers listed on the External Reviewers Chart.</li> <li>○ Information to be provided by the department head or department review committee chair; support staff may compile the information for submission</li> </ul> </li> <li>● <b>External Reviewers Chart</b> <ul style="list-style-type: none"> <li>○ Complete the <a href="#">External Reviewers Chart</a>*, listed alphabetically by last name</li> <li>○ Indicate which reviewers were suggested by the candidate versus the department</li> <li>○ Include all external reviewers contacted; specify which letters were received</li> </ul> </li> </ul>	<p><b>Early September 2020</b></p>

<u>Action / Documentation</u>	<u>Calendar</u> (Approximate timeline)
<p><b>Department Review Committee:</b> Writes well-substantiated analyses of the scope (quality, productivity overtime) and IMPACT of candidate's performance in each of the three areas of responsibility.</p> <ul style="list-style-type: none"> <li>● <b>Teaching Report</b> <ul style="list-style-type: none"> <li>○ To include evaluation of course materials; Synthetic analysis of student evaluations of teaching; Evaluation of other valuable teaching contributions</li> </ul> </li> <li>● <b>Research and/or Other Scholarly or Creative Activities Report</b> <ul style="list-style-type: none"> <li>○ Place the candidate's impact of research or other scholarship contributions in the context of the specific departmental mission, goals, expectations and criteria</li> </ul> </li> <li>● <b>Service Report</b> <ul style="list-style-type: none"> <li>○ Explain the candidate involvement, contributions, quality and impact of their service activities</li> </ul> </li> <li>● <b>Department Review Committee Discussion Report &amp; Recommendation</b> <ul style="list-style-type: none"> <li>○ Convey the essence of the department review 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</li> <li>○ Address any negative comments made by external reviewers</li> <li>○ Include voting table; a mixed vote requires further explanation of both the candidate's demonstrated abilities and the committee's concerns</li> </ul> </li> </ul>	<p><b>September 2020</b> Actual Due Date set by Department Head</p>
<p><b>Department Head:</b></p> <ul style="list-style-type: none"> <li>● Recommendation from Department Head added to Interfolio Dossier</li> <li>● Dossier forwarded to College Administrative Review, who in turn forwards the dossier to the College Review Committee</li> </ul>	<p><b>October 16, 2020</b></p>
<p><b>College Review Committee:</b></p> <ul style="list-style-type: none"> <li>● College Review Committee recommendation added to dossier</li> <li>● Dossier forwarded to "Dean" (CAO) for review</li> </ul>	<p><b>November 6, 2020</b></p>
<p><b>TAMUG CAO:</b></p> <ul style="list-style-type: none"> <li>● Recommendations added to the dossiers</li> <li>● Mid Term Reviews stop here and a meeting with the Candidate, Dept Head and CAO will be scheduled during the spring semester</li> </ul>	<p><b>November 30, 2020</b></p>
<p><b>TAMUG CAO:</b></p> <ul style="list-style-type: none"> <li>● Forwards all dossiers to "DoF Staff Review"</li> </ul>	<p><b>December 3, 2020</b></p>
<p><b>Dean of Faculties:</b></p> <ul style="list-style-type: none"> <li>● Meets with the CAO to discuss TAMUG recommendations</li> </ul>	<p><b>January 2021</b></p>
<p><b>Provost:</b></p> <ul style="list-style-type: none"> <li>● Forwards recommendations to the University President</li> </ul>	<p><b>January/February 2021</b></p>
<p><b>University President:</b></p> <ul style="list-style-type: none"> <li>● Forwards recommendations for promotion and tenure cases to the Board of Regents</li> </ul>	<p><b>January/February 2021</b></p>
<p><b>Board of Regents</b></p> <ul style="list-style-type: none"> <li>● BOR reviews recommendations and makes final decisions on tenure cases.</li> </ul>	<p><b>April/May 2021</b></p>
<p><b>Promotions and Tenure Effective</b></p>	<p><b>September 1, 2021</b></p>

## APPENDIX II: TAMUG APT FACULTY PROMOTION PROCESS

Specific dates beyond the college level are published each year by the Dean of Faculties Office, at <http://dof.tamu.edu>.

<b>Departments:</b> <ul style="list-style-type: none"> <li>Form the <b>Department Review Committee</b></li> </ul>	<b>March 2020</b>
<b>Department Heads:</b> <ul style="list-style-type: none"> <li>Meet individually with department faculty who seek promotion</li> <li>Inform the CAO of the dossiers being prepared</li> </ul> <b>College:</b> <ul style="list-style-type: none"> <li>CAO to form College Review Committee (bi-annually)</li> </ul> <b>Department Administrative Review:</b> <ul style="list-style-type: none"> <li>Create cases in Interfolio using the <a href="#">Candidate's TAMU email address</a></li> <li>Create the dossier coversheet (fillable form in Interfolio) and update as case proceeds</li> </ul>	<b>Spring 2020</b>  <b>Spring-Summer 2020</b>
<b>Academic Professional Track Promotion Candidates:</b> <ul style="list-style-type: none"> <li><b>Impact Statements</b> <ul style="list-style-type: none"> <li>3 typed pages maximum; single-spaced; 10pt font minimum; 1 inch margins</li> <li>Explains the quality, productivity overtime and impact within each of the two areas of responsibility (ie: teaching and service accomplishments or teaching and research/scholarly or creative work accomplishments)</li> </ul> </li> <li><b>Curriculum Vitae</b> <ul style="list-style-type: none"> <li>Concise overview of academic accomplishments; reflecting experiences and development in career as a teacher and scholar</li> <li>Include signed/ dated statement: <i>"This CV submitted is most current and correct as of the date of this signature."</i>; may be appended onto the end of the CV</li> </ul> </li> <li><b>Grants Summary Chart</b> <ul style="list-style-type: none"> <li>Upload <a href="#">Grants Summary Chart</a> as an Excel file*; if not applicable, upload chart with N/A</li> <li>Accurately list grant information; may include career long awards</li> <li>Be sure grants chart and associated details listed in CV are congruent</li> </ul> </li> <li><b>Verification of Contents Statement</b> <ul style="list-style-type: none"> <li>Fillable form within Interfolio</li> <li>Statement that accurately describes a list of all materials the candidate is submitting to the department review committee</li> </ul> </li> <li><b>Faculty Data Table</b> <ul style="list-style-type: none"> <li>Fillable form within Interfolio; include career totals</li> <li>Leave table cells blank if they do not apply</li> </ul> </li> <li><b>Other Documents</b> <ul style="list-style-type: none"> <li>May include supporting documentation demonstrating/evidencing impact in teaching, research and service</li> <li>Departmental by-laws or evaluation guidelines may require specific documentation to be provided in this section (ie: annual evaluations, student evaluations, teaching portfolio, etc.)</li> </ul> </li> </ul>	<b>August 2020</b>  Actual Due Date set by Department Head

<u>Action</u>	<u>Calendar</u> (Approximate)
<p><b>Department Review Committee:</b> Unless the departmental artifact requirements were preloaded into the Interfolio case template for the Candidate to provide under Other Documents, the committee will need to:</p> <ul style="list-style-type: none"> <li>● Collect and review materials related to evaluation of teaching effectiveness <u>and</u></li> <li>● Collect and review materials related to evaluation of service <u>or</u></li> <li>● Collect and review materials related to evaluation of research, scholarly or creative activities</li> </ul>	<p><b>August - Early September 2020</b></p>
<p><b>Department Review Committee:</b> Writes well-substantiated analyses of the scope (quality, productivity overtime) and IMPACT of candidate's performance in each of the two areas of responsibility. Upload blank document if area does not apply.</p> <ul style="list-style-type: none"> <li>● <b>Teaching Report</b> <ul style="list-style-type: none"> <li>○ To include evaluation of course materials; Synthetic analysis of student evaluations of teaching; Evaluation of other valuable teaching contributions</li> </ul> </li> <li>● <b>Research and/or Other Scholarly or Creative Activities Report</b> <ul style="list-style-type: none"> <li>○ Place the candidate's impact of research or other scholarship contributions in the context of the specific departmental mission, goals, expectations and criteria</li> </ul> </li> <li>● <b>Service Report</b> <ul style="list-style-type: none"> <li>○ Explain the candidate involvement, contributions, quality and impact of their service activities</li> </ul> </li> <li>● <b>Department Review Committee Discussion Report &amp; Recommendation</b> <ul style="list-style-type: none"> <li>○ Convey the essence of the department review 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</li> <li>○ Address any negative comments made by external reviewers</li> <li>○ Include voting table; a mixed vote requires further explanation of both the candidate's</li> </ul> </li> </ul>	<p><b>September 2020</b> Actual Due Date set by Department Head</p>
<p><b>Department Head:</b></p> <ul style="list-style-type: none"> <li>● Recommendation from Department Head added to dossier</li> <li>● Dossier forwarded to College Administrative Review, who in turn forwards the dossier to the College Review Committee</li> </ul>	<p><b>October 16, 2020</b></p>
<p><b>College Review Committee:</b></p> <ul style="list-style-type: none"> <li>● College Review Committee recommendation added to dossier</li> <li>● Dossier forwarded to "Dean" (CAO) for review</li> </ul>	<p><b>November 6, 2020</b></p>
<p><b>TAMUG CAO:</b></p> <ul style="list-style-type: none"> <li>● Recommendations added to the dossiers</li> </ul>	<p><b>November 30, 2020</b></p>
<p><b>TAMUG CAO:</b></p> <ul style="list-style-type: none"> <li>● Forwards all dossiers to "DoF Staff Review"</li> </ul>	<p><b>December 3, 2020</b></p>
<p><b>Provost:</b></p> <ul style="list-style-type: none"> <li>● Meets with the CAO to discuss TAMUG recommendations</li> </ul>	<p><b>January</b></p>
<p><b>Provost:</b></p> <ul style="list-style-type: none"> <li>● Forwards recommendations to the University President</li> </ul>	<p><b>January/February</b></p>
<p><b>University President:</b></p> <ul style="list-style-type: none"> <li>● Makes a final decision on recommendations</li> </ul>	<p><b>January/February</b></p>
<p><b>Promotions Effective</b></p>	<p><b>September 1st</b></p>



Action / Documentation	Calendar (Approximate timeline)
<p><b>Department Review Committee:</b> Unless the departmental artifact requirements were preloaded into the Interfolio case template for the Candidate to provide under Other Documents, the committee will need to:</p> <ul style="list-style-type: none"> <li>● Collect and review materials related to evaluation of teaching effectiveness</li> <li>● Collect and review materials related to evaluation of research, scholarly or creative activities, if applicable</li> <li>● Collect and review materials related to evaluation of service, if applicable</li> </ul>	<p><b>August - Early September 2020</b></p>
<p><b>Department Review Committee:</b> Writes well-substantiated analyses of the scope (quality, productivity overtime) and IMPACT of candidate's performance in each of the three areas of responsibility.</p> <ul style="list-style-type: none"> <li>● <b>Teaching Report</b> <ul style="list-style-type: none"> <li>○ To include evaluation of course materials; Synthetic analysis of student evaluations of teaching; Evaluation of other valuable teaching contributions</li> </ul> </li> <li>● <b>Research and/or Other Scholarly or Creative Activities Report</b> <ul style="list-style-type: none"> <li>○ Place the candidate's impact of research or other scholarship contributions in the context of the specific departmental mission, goals, expectations and criteria</li> </ul> </li> <li>● <b>Service Report</b> <ul style="list-style-type: none"> <li>○ Explain the candidate involvement, contributions, quality and impact of their service activities</li> </ul> </li> <li>● <b>Department Review Committee Discussion Report &amp; Recommendation</b> <ul style="list-style-type: none"> <li>○ Convey the essence of the department review committee's discussion and vote regarding the candidate's performance and impact of their work as it relates to their post tenure productivity</li> <li>○ Include voting table; a mixed vote requires further explanation of both the candidate's demonstrated abilities and the committee's concerns</li> </ul> </li> </ul>	<p><b>September 2020</b> Actual Due Date set by Department Head</p>
<p><b>Department Head:</b></p> <ul style="list-style-type: none"> <li>● Recommendation from Department Head added to Interfolio Dossier</li> <li>● Dossier forwarded to College Administrative Review, who in turn forwards the dossier to the College Review Committee</li> </ul>	<p><b>October 16, 2020</b></p>
<p><b>College Review Committee:</b></p> <ul style="list-style-type: none"> <li>● College Review Committee recommendation added to dossier</li> <li>● Dossier forwarded to CAO for review</li> </ul>	<p><b>November 6, 2020</b></p>
<p><b>TAMUG CAO:</b></p> <ul style="list-style-type: none"> <li>● Recommendations added to the dossiers</li> </ul>	<p><b>December/January</b></p>