Administrative Check-Off List
2016-2017 Promotion and Tenure Packages Submission Guidelines

General Instructions
☐ Dossier PDF: Bookmarked to sections of Dossier
☐ Cover sheet: Used proper form and Completely filled-out with faculty information
☐ Cover sheet Vote: Record only one vote, same all candidates, TAMU only tenured vote

Dossier Items

Item 1: Candidate’s Statement on Teaching Research and/or Other Scholarly, Creative Activities and Service; and Extension (for Extension faculty)
☐ Written by candidate
☐ Each area individually addressed.
☐ IMPORTANT: Candidates statement’s must address IMPACT
☐ 3 typed pages (max), single-spaced; 10 or 12-pt font; 1-inch margins

Item 2: Candidate’s CV
☐ Does not contain personal contact information
☐ Position description that explains job expectation in teaching, research, service, extension
☐ % teaching, % research, % service, % extension not mentioned
☐ Student teaching evaluations along with department average.
☐ Peer teaching evaluations if done
☐ Refereed publications: Separate list.
☐ Refereed publications: Accepted/in press but not yet published labeled according.
☐ Refereed publications: Indicate co-authors that are the candidate’s graduate students
☐ Submitted Refereed publications: In a separate captioned list
☐ Grant Summary Chart. Append to end of CV.
☐ Signed Statement: At end of CV; date & sign statement “I acknowledge …CV…is current “
☐ Requirement by College or Required for Dept Evaluation of Teaching
☐ Position description that explains job expectation in teaching, research, service, extension

Item 3: Verification of Contents Letter
☐ Dated statement signed by the candidate
☐ (Note: this is in addition to the signed acknowledgement statement in Item 2: CV)
☐ List all materials submitted by candidate to the departmental review committee. Statements, CV, articles, books, portfolios, student evaluations, or other material submitted.
☐ List does not include departmental reports, outside letters, or other materials not supplied by candidate.

Items 4-7: Department Evaluations of Teaching, Research, Service, Extension and Other Activities
☐ IMPORTANT: Votes should not be included in T, R, S and E reports.
☐ Separate, indexed, tabbed reports.
☐ TAMU: Teaching, Research & Service (Other=optional)
☐ AgriLife Research: Research, Teaching & Service (Other=optional)
☐ AgriLife Extension: Extension, Research, Teaching & Service (Other=optional)
☐ Written by faculty from T&P committee; not written by Department Head or candidate.
☐ These are summary reports; do not repeat information found elsewhere in dossier.
☐ Authorship of each report made clear.
☐ List name(s) of individual or individuals who wrote each report
Should reflect views of voting committee members, by statement at end of each report:
“The opinions and conclusions stated in this report regarding the candidate accurately reflect the views of the T&P committee.”

Teaching Report: (All appointments)
Faculty with Teaching appointments: The following must be addressed.

☐ IMPORTANT: Peer evaluation: Of syllabi, assignments, exams, grading methods, scope, rigor, and quality of course offering; structured classroom observations is helpful, but not required.
☐ Student Ratings: give chronological, tabular summary and departmental standards/norms.
☐ Peer evaluation of other teaching contributions: including direction of grad and UG students, curricular development, new courses, pedagogical publications, etc.
☐ Do not include letter of testimonials from colleagues or students (may be place in Item13)
Faculty with Research and Extension appointments: May include the above if present
☐ Describe formal classroom teaching and non-formal teaching activities/opportunities.

Research Report (All appointments)
☐ Includes comments on research program, publications, and other scholarly/creative activity.
☐ Describe authorship protocol if unique to discipline

Service Report (All appointments)
☐ May include service to students, colleagues, department, college and University, and beyond campus (professional societies, research organizations, government, community, public)

Extension Report (Extension appointments only)
☐ Includes comments on extension programming, publications, and other scholarly/creative activity.

Other Activities Report (optional for all appointments)
☐ Add only if there are activities that do not obviously fit into the other reports.

Item 8: External Reviewers Letters
☐ TAMU External Reviewers Chart (dof.tamu.edu/node/27)
  ☐ Completely fill-out for all letters solicited
  ☐ Including those that did not respond
  ☐ Including requests from Chair of TAMU interdisciplinary programs.
☐ External reviewer’s biography: Separate document, with name, contact info, and biography of qualifications and credentials.
☐ IMPORTANT: Include list of department’s peer and aspiring institutions, if other than AAU-level institutions, and the basis for their selection.

☐ IMPORTANT: minimum 5, recommended 7

☐ External reviewers:
  ☐ Candidate provides list of names of possible reviewers
  ☐ Candidate provides Do Not Contact list.
  ☐ Head or P&T Committee provides a list of possible reviewers.
☐ Request letters
  ☐ Typically, approx. ½ from candidate and ½ from Head
  ☐ Recommended to request equal number for all candidates.
  ☐ From AAU or peer institutions and/or leaders in field.
  ☐ Objectivity is not open to challenge (avoid co-authors, Co-PIs, longtime friends).
    ☐ Letters from former advisors and former students must be placed in Item 13 – Other.
  ☐ Rank equal to or higher than the candidate
- Do not appear on the candidate’s “do not contact” list.
- Letter from outside the academy: maybe included, but in addition to the three.
- Include copy of solicitation letter:
- Request specific examples of the candidate’s current and potential quality, impact, and independence of their scholarship; and current and potential national and/or international prominence.
- **IMPORTANT:** It is **not** recommended to ask if the candidate would be granted tenure/promotion at their institution
- **Must** contain the following statement
  “Your review will be kept confidential; however, Texas is an open records state and your review could be requested and relinquished.”
- All letters received must be included in dossier and external reviewers chart.

**Item 9: Departmental (T&P) Committee Discussion Report and Recommendation**
- Purpose is to convey the meaning of the departmental committee’s recommendation and explain the committee’s recommendation.
- Summary correlates with the vote.
- Must address all three areas of teaching, research and service/extension.
- Avoid direct quotes, minutes, or transcripts of meeting.
- Avoid summarizing information that can be found in the Dossier
- Summarize the most relevant issues explaining the outcome of the vote.
- Vote/recommendations must be consistent with evidence in the Dossier.
- Weigh supporting and contrary evidence that yielded the overall decision.
- The vote (number yes, no, abstain, absent) of T&P committee must be included in the report.
- All committee members should review the contents and agree that the report reflects the discussion and voting outcome.
- **IMPORTANT** The names of all the committee members voting in each case should be included in the report.
- **IMPORTANT** All voting committee member sign the report.

**Department Head’s presence at committee meetings**
- The Department Head cannot be a member of the T&P Committee and should not participate in evaluation and deliberations of the candidates...
- Head may attend if:
  - Committee wishes to have the Head present
  - Department guidelines/bylaws make it clear this can occur
  - Must be present for all candidates, not selective ones

**Vote Eligibility**
- Departmental policy defines “T&P committee” which is “the group whose vote if forwarded as the faculty vote on the candidate.”
- **TAMU Tenure-track and tenured candidates.**
  - Only tenured faculty are eligible to vote on in cases where tenure is being considered, or where a tenured faculty is seeking promotion.
- **TAMU non-tenure-track, AgriLife Research and AgriLife Extension candidates.**
  - Both tenure and non-tenure track faculty members are eligible to vote
- Voting faculty member must hold a rank equal to or above that of the rank sought by the candidate.
- T&P members who do not read the candidate’s dossier should abstain from voting.
- For faculty being considered in the same track and rank:
  - There cannot be different T&P committees
There can be only one vote forwarded as the faculty vote.
Any other votes of the committee as a whole or subsets of the committee are advisory in nature, and are not forwarded as the “faculty vote”

**Item 10: Department Head’s Recommendation**

- Provide general basis for strengths and weakness of the case.
- Provide context within your department.
- Explain any special considerations (early promotion, delay, special hiring)
- Explain mixed or negative votes, if not in committee report
- Explain your vote, especially if contrary to the committee vote.

**IMPORTANT:** If member of Interdisciplinary program, include letter from Chair after Head letter.

- **IMPORTANT:** Interdisciplinary program – if faculty is a member, department will request letter from the Chair.

**NEW:** DOF ruled that letter is to be requested regardless of activity in IDP

**Item 13: Other Material and Documentation (optional)**

- Pertinent materials, but that are not appropriate elsewhere in Dossier.
  - Letters from students or peers to support evaluation of teaching.
  - Letters from TAMU faculty members.
- May be included, but will not go beyond College (removed before Dossier goes to DOF)
  - Teaching Portfolio (but is important if the primary decision is to be made on teaching)
  - Copies of books.
  - Copies of articles

**NOTE:**
All forms are available at:
http://aglifesciences.tamu.edu/people/facultystaff/promotion-tenure/
http://dof.tamu.edu