

Notification and Workshops

Sept 25, ILSB3145, 4:15-4:45	Dean of Faculties New Faculty Orientation – Colleges Session
Oct. 27, MSC 2405, 10-11	Agriculture Human Resources New Faculty Orientation – Faculty Promotion and Performance Evaluation Overview of the promotion and tenure procedure and process.
January 5, MSC 206, 2-4 PM	Understanding the Promotion and Tenure Process Understanding the procedure and process, faculty peer and administrator expectations for promotion and tenure, and characteristics of successful and unsuccessful dossiers. The program is applicable for faculty in the College and AgriLife Agencies.
February-March	Department Informs Candidate: Department informs candidate of upcoming review and instructs them to start putting together packets using 2015-16 Dossier preparation guidelines: http://dof.tamu.edu/PT_information
March 23, AGLS 129, 3-5 PM	Candidate Dossier Preparation Workshop – For candidates preparing their Dossier for submission this cycle.
March 30, AGLS 129, 3-5 PM	Administrative Dossier Preparation Workshop: For Heads, Resident Directors, P&T Chairs and staff involved in preparing Dossiers packets for submission this cycle.
August, place & time TBA	Administrative Check-Off List Workshop: Final workshop to go over check-off list for compliance of in preparation of the final dossier package. For Heads, Resident Directors, P&T Chairs and staff involved in preparing the final Dossier packets.
Anytime	Mentoring Beyond the Department, one-on-one anytime

Midterm Review Timelines

As per Dept. timeline	Candidate submits Dossier components to Department: The candidate submits their Dossier components to the Head/Resident Director and/or Departmental P&T Committee
May	Departmental Review: Departmental P&T Committee, then Head and Resident Director review Dossier, and insert reports.
May 22	Department submits Dossier package to College: (including candidate's CV, separate Statements on Teaching, Research and Service, and other material, etc., Dept P&T Committee report, Head/Resident Director report(s), and any internal letters)
May 25-26 (last week in May)	College vets Dossiers: College vets for compliance with 2015-16 Dossier preparation guidelines;
May 29	Department corrects and submits final version of Dossier by COB May 29.
June 1 - August 3	College and Texas A&M AgriLife Peer Review Committee: Reviews and prepares reports.
August 3	College and Texas A&M AgriLife Peer Review Committee: Issues report to Dean/Director.
Early August	Dean, Director and Administrative Team: Review Dossiers
Mid-August	Dean, Director and Administrative Team: Issue report to Head to inform each candidate.
Late August and September	Post-Review Mentoring: College mentors mid-term candidates for College-Agency Peer Review committee-level perspective.

Promotion and Tenure (Mandatory) Review Timelines:

As per Dept. timeline	Candidate submits Dossier components to Department: The candidate submits their Dossier components to the Head/Resident Director and/or Departmental P&T Committee
	Departmental Review: Departmental P&T Committee, then Head and Resident Director (if applicable) review Dossier, and insert reports.

September 18	Department submits bookmarked PDF of Dossier to College: (including candidate's CV, separate Statements on Teaching, Research, Service, Extension, and other material, Dept. P&T Committee report, Head/Resident Director report(s), and external letters)
September 22-23	College vets Dossiers: College vets Dossiers for compliance with 2015-16 Dossier guidelines; return to Department to make corrections.
September 25	Department returns corrected final Dossier to College: One bookmarked PDF of Dossier.
September 28 – November 14	College and Texas A&M AgriLife Peer Review Committee: Reviews TAMU Dossiers and prepares reports to the Dean.
October 10	Dept submits to Dean's office: PDF of CV; Excel file of External Reviewers Chart and Grant Summary Chart; Word file of Biography and Summary Data Table and candidate's photo.
November 10	Dean submits to DOF: Electronic copies of College chart (no need for College P&T and Dean's vote at this time), Faculty Biography Table, Faculty Summary Data Table and External Reviewers Chart.
November 16	College and Texas A&M AgriLife Peer Review Committee Submits to Dean: Final report
October 29–December 1	Dean, Executive Associate Dean & Administrative Team: Reviews TAMU Dossiers.
December 8	Dean submits to DOF: Recommendations to the provost by sending electronic and hard copy files of all candidates.
December-January	College and Texas A&M AgriLife Peer Review Committee: Reviews AgriLife Research and AgriLife Extension Dossiers and prepares reports to the Directors.
Late January	Directors: Reviews AgriLife Research and AgriLife Research Dossiers and issues report to the Vice-Chancellor.