

Promotion and Tenure Workshops

Dean of Faculties Workshops

Fall 2018 time & place TBA
March 27, 1:30–3:30 PM,
Rudder 701

Dean of Faculties New Faculty Orientation – Colleges Session Demystifying the Tenure and Promotion Process.

This workshop will provide an overview of the tenure and promotion process at Texas A&M University. The topic discussed will be useful to those on tenure track positions at all stages of their career, including those in the process of putting together their dossier for the upcoming P&T cycle.

March 29, 1:30–3:30 PM,
Rudder 701

Non-Tenure Track Promotion Process

This workshop will provide an overview of the promotion process at Texas A&M University for Academic Professional Track Faculty. The topics discussed will be useful to those in the process of putting together their dossier.

April 2, 1:30–3:30 PM,
Rudder 701

Is this the Right Time or Not? Preparing for Promotion to Full Professor

Faculty at the rank of associate professor often receive mixed signals about when and how they should prepare their dossier to be promoted to full professor. Many associate professors, especially underrepresented faculty, such as women and ethnic minorities, remain intimidated from their experiences with earning tenure. These experiences can be obstacles to promotion. When is it time to think about promotion? What criteria are used during the assessment of this promotion phase? What role can mentoring play in this process? These are a few of several critical questions that will be discussed at this session.

College and AgriLife Workshops

Late March
TBD

Understanding the Promotion and Tenure Process

Understanding 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, AgriLife Research, and AgriLife Extension, and for faculty going for tenure, promotion to Associate or promotion to Professor.

April 11 3:00 –5:00pm
AGLS 129

Candidate Dossier Preparation Workshop

For candidates preparing their Dossier for submission this cycle

April 18 3:00 –5:00pm
AGLS 129

Administrative Dossier Preparation Workshop

For Heads, Resident Directors, P&T Chairs and staff involved in preparing Dossiers packets for submission.

April 25 3:00—5:00pm
AGLS 129

Implicit Bias Workshop

This is a workshop designed specifically for Department P&T Chairs and P&T committee members. The workshop focuses on Implicit Bias that may impact the faculty evaluation process.

August 15 3:00 –5:00pm
AGLS 129

Administrative Check-Off List Workshop:

Final workshop for assuring compliance of the final dossier package. For Heads, Resident Directors, P&T Chairs and staff involved in preparing final Dossiers.

Anytime

Mentoring Beyond the Department

One-on-one meeting with Dave Reed, dwreed@tamu.edu; answer questions, explain the process, review CV, discuss strategy relative to timing, etc.

Midterm Review Timelines

February-March

Department Informs Candidate: Department informs candidate of upcoming review and instructs them to start putting together packets using the latest Dossier preparation guidelines: <http://aglifesciences.tamu.edu/faculty-staff/promotion-tenure/>

As per Dept. timeline

Candidate submits Dossier components to Department: The candidate submits their Dossier components to the Head/Resident Director and/or Chair Departmental P&T Committee

As per Dept. timeline

Departmental Review: Departmental P&T Committee, then Head and Resident Director review Dossier, and insert reports.

May 25 COB	Department submits Dossier package to College: (including candidate's CV, separate Statements on Teaching, Research and Service, Dept P&T Committee report, Head/Resident Director report(s), and any items in Item 13)
May 28-31	College vets Dossiers: College vets for compliance with current Dossier preparation guidelines; sends check-off list to departments
June 1 COB	Department corrects and submits final version of Dossier to College
June 4 – July 13	College and Texas A&M AgriLife Peer Review Committee: Reviews and prepares reports.
July 16	College and Texas A&M AgriLife Peer Review Committee: Issues report to Dean/Director.
Mid to Late July	Dean, Director and Administrative Team: Review Dossiers
August 1	Dean, Director and Administrative Team: Issues report to Head to inform each candidate.
Early September	Post-Review Mentoring: At the discretion of the candidate, the College mentors mid-term candidates towards the perspective at the College-Agency Peer Review committee-level.

Promotion and Tenure (Mandatory) Review Timelines:

February-March*	Department Informs Candidate: Department informs candidate of upcoming review and instructs them to start putting together packets using the latest Dossier preparation guidelines: http://aglifesciences.tamu.edu/faculty-staff/promotion-tenure/
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 21 COB*	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 24-27*	College vets Dossiers: College vets Dossiers for compliance with the current Dossier guidelines; return to Department to make corrections.
September 28 COB*	Department returns corrected final Dossier to College: One bookmarked PDF of Dossier.
October 1 – November 16*	College and Texas A&M AgriLife Peer Review Committee: Reviews TAMU Dossiers and prepares reports to the Dean.
October 8*	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 TBD*	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
November 16 – December*	Dean, Executive Associate Dean & Administrative Team: Reviews TAMU Dossiers. Dean communicates with Department Head on contrary vote cases. Head may resubmit case; if so, Ag Peer Review committee re-reviews case.
December TBD*	Dean submits to DOF: Recommendations to the provost by sending electronic and hard copy files of all candidates.
November-December*	College and Texas A&M AgriLife Peer Review Committee: Reviews AgriLife Research and AgriLife Extension Dossiers and prepares reports for the Dossier
By end of Semester*	College and Texas A&M AgriLife Peer Review Committee: Submits Final reports to the College.
December*	Agency Directors: Review AgriLife Research and AgriLife Extension Dossiers, inform Head of results, and issues report to the Vice-Chancellor.

Subject to change after DOF deadlines are posted.