



PROMOTION AND TENURE REVIEW CALENDAR 2024-25

This calendar is to guide the departmental and school level processes for the Promotion and Tenure (P&T) review for the 2024-25 cycle. It is the responsibility of each department to establish internal due dates to meet the deadlines specified below. Internal due dates and additional departmental requirements for the dossier should be communicated to the candidates early and in a timely manner. The University-level guidelines and templates referred to in this document are subject to revision. For the most current information, please refer to the [Faculty Affairs website](#). Use the [Promotion and Tenure Checklist](#) to guide the preparation of dossier documents throughout the process.

Timeframe/ Deadline	Departmental Level Actions
January 31, 2024	Department Head or Department P&T Committee Chair: Informs the faculty member of the approximate timeline and requirements of the P&T review.
Late February 2024	Department Head and Department P&T Committee Chair: Review current 2024-25 University Promotion & Tenure Guidelines and templates. Attend workshops and provide candidates with current guidelines, templates, and resources available on the Faculty Affairs website .
March 2024	Faculty Candidate: Submits DRAFT dossier documents and Candidate External/Internal Reviewer Checklist to Department P&T Committee Chair and mentors for review and feedback (not in <i>Interfolio</i>). Candidates should NOT have any contact with potential external reviewers to inquire about their willingness to write a letter. Department Admin Staff: Provides student evaluation data including the appropriate average per student evaluation table for comparison and other teaching related data per departmental requirements.
March 15, 2024	Department Head: Informs School/College Executive Associate Dean and P&T Administrator of the names of all P&T review candidates.
March 22, 2024	Department Head and Department P&T Committee Chair: Identify external reviewers from peer institutions, verify eligibility, and start completing the Reviewer's Chart . The reviewers should reflect a balance between the candidate list and the Departmental list. Initial invitation emails should be sent to potential external reviewers (only the candidate's CV can be shared at this time).
April 12, 2024	School/College and Departments: Establish and release their due dates for materials.
April 2024	Department P&T Committee: Meets with candidates to discuss and provide feedback on the DRAFT dossier. Detailed feedback should be provided on the essential dossier documents including: <ul style="list-style-type: none"> ○ Impact Statement (3 pages, single-spaced, 12 font size, 1-inch margins) ○ CV (follow the format and sections in Faculty 180 Vita-Template) ○ Additional materials per departmental guidelines
May 1, 2024	Department Admin Staff: Creates P&T review cases in <i>Interfolio</i> and notifies faculty candidates to upload all required dossier documents.
May 24, 2024	Faculty Candidate (Tenured/Tenure-Track): Submits FINAL dossier through <i>Interfolio</i> ensuring accuracy and compliance with the Departmental and University P&T Guidelines. The submitted case is locked after May 24.
May 29, 2024	Department Admin Staff: Reviews and ensures the dossier for compliance with the Departmental and University P&T Guidelines.
May 31, 2024	Department P&T Committee: Solicits external review letters through <i>Interfolio</i> using the University Standard External Reviewer Letter Template and sends out the FINAL dossier materials. It is the responsibility of the Committee Chair to ensure an adequate number of letters (7 preferred, 5 minimum).
August 1, 2024	Faculty Candidate (APT): Submits FINAL dossier through <i>Interfolio</i> ensuring accuracy and compliance with the Departmental and University P&T Guidelines. The submitted case is locked after August 1.
October 10, 2024	Department P&T Committee: Completes the review and prepares a report following the recommended format . The report should: <ul style="list-style-type: none"> ✓ be concise (e.g., 4-6 pages); ✓ clearly convey the significance and impact of the candidate's work; ✓ include student evaluation table;

	<ul style="list-style-type: none"> ✓ avoid presenting redundant info (e.g., from the CV) unless providing additional context or clarification; ✓ minimize the use of direct quotes from external letters; and ✓ explain the info/data presented (e.g., quantitative data, voting results, neutral/negative comments). <p>For additional information, refer to the P&T Follow-Up Meeting <i>slides</i>.</p> <p>Notifies the Department Head of the outcome of the Departmental P&T Committee review including voting results.</p> <p>Department Head: Notifies the faculty candidate of the outcome of the Departmental P&T Committee review.</p> <p>Department Admin Staff: Uploads the Departmental Committee report to <i>Interfolio</i> and moves it forward to the Department Head review step in <i>Interfolio</i> by October 10.</p>
October 23, 2024	<p>Department Head: Completes the review and prepares an independent report following the <i>recommended format</i>. The report should:</p> <ul style="list-style-type: none"> ✓ be concise (e.g., 3-4 pages); ✓ place the scope (quality, productivity over time) and impact of the candidate's performance in the context of the specific departmental mission, goals, expectations, and criteria; ✓ include a discussion of the Departmental P&T Committee evaluations/recommendations and the external reviewer letters; ✓ avoid presenting redundant info (e.g., from the CV) unless providing additional context or clarification; ✓ minimize the use of direct quotes; and ✓ explain the info/data presented (e.g., quantitative data, voting decision, neutral/negative comments). <p>For additional information, refer to the P&T Follow-Up Meeting <i>slides</i>.</p> <p>Notifies the faculty candidate of the outcome of the Department Head review.</p> <p>Department Admin Staff: Ensures all items on the <i>Promotion and Tenure Checklist</i> are included in the dossier. Uploads the Department Head report to <i>Interfolio</i> and moves it forward to the School/College Administrative Review step in <i>Interfolio</i> by October 23.</p>

Deadline	School/College Level Actions
October 25, 2024	<p>School/College Administrator: Reviews and ensures the dossier for compliance with University P&T Guidelines and follows up with the department on any deficiencies. Moves the case to the School/College P&T Committee Review step in <i>Interfolio</i> by October 25.</p>
November 15, 2024	<p>School/College P&T Committee: Completes the review and prepares an independent report following the <i>recommended format</i>. The report should:</p> <ul style="list-style-type: none"> ✓ be concise (e.g., 3-4 pages); ✓ avoid presenting redundant info (e.g., from the CV) unless providing additional context or clarification; ✓ reflect the committee discussions; ✓ minimize the use of direct quotes; and ✓ explain the info/data presented (e.g., quantitative data, voting results, neutral/negative comments). <p>For additional information, refer to the P&T Follow-Up Meeting <i>slides</i>.</p> <p>*Committee meetings are scheduled for discussion and voting during the week of November 4. Notifies the Department Head of the outcome of the School/College P&T Committee including voting results.</p> <p>Department Head: Notifies the faculty candidate of the outcome of the School/College P&T Committee review.</p> <p>School/College Administrator: Uploads the School/College Committee report to <i>Interfolio</i> and moves it forward to the Dean Review step in <i>Interfolio</i> by November 15.</p>
November 4, 2024	<p>School/College Administrator: Works with the Executive Associate Dean to submit, for each candidate, electronic copies of the following documents to facultyaffairs@tamu.edu.</p> <ul style="list-style-type: none"> ○ College/School Chart (Excel) ○ Candidate Photograph (jpeg)

November 25, 2024	<p>Dean of the School/College: Reviews the case and prepares an independent report following the <u>recommended format</u>. The report should:</p> <ul style="list-style-type: none"> ✓ be concise (e.g., 2-3 pages) and avoid presenting redundant info; ✓ identify the most impactful accomplishments by the candidate, and provide general basis for strengths and weaknesses; ✓ place the impact of the candidate's performance within the School/College's mission, goals, expectations, and criteria; ✓ address any mixed/negative votes from the School/College P&T Committee; and ✓ explain the vote of the Dean; <p>Notifies the Department Head of the outcome of the School/College Dean review.</p> <p>Department Head: Notifies the faculty member of the outcome of the School/College Dean review.</p>
December 2, 2024	<p>School/College Administrator: Uploads the Dean report to <i>Interfolio</i> and moves the final dossier forward to the Faculty Affairs review step in <i>Interfolio by December 2</i>. Submits two additional P&T documents to Faculty Affairs via <i>OneDrive</i>:</p> <ul style="list-style-type: none"> ○ <u>Faculty Bio</u> – (Word format) ○ <u>Faculty Tenure Table</u> – (Word format)

Timeframe	University and System Level Actions
January 2025	University P&T Committees offer recommendations to the Vice Provost for Faculty Affairs and Provost.
February 2025	Deans meet with the Vice Provost for Faculty Affairs and Provost to review recommendations. The Vice Provost for Faculty Affairs forwards recommendations to the President. Deans receive recommendation and forward to Department Heads who notify the candidate.
February 2025	President meets with the Vice Provost for Faculty Affairs and Provost and reviews recommendations. The President forwards recommendations for tenure to the Board of Regents (BOR), through the Chancellor. The President makes final decisions on promotion only cases. Deans receive recommendations and forward to Department Heads who notify the candidate.
April/May 2025	The BOR reviews recommendations and makes final decisions on tenure cases. Department Heads receive outcomes and notify the candidate.
September 1, 2025	Promotion and tenure decisions become effective.

School/College of Architecture P&T Committee

- **P&T Administrator:** Kelli Hamilton (k-hamilton12@tamu.edu)
- **Executive Associate Dean (non-voting Chair):** Chanam Lee (chanam@tamu.edu)
- **P&T Committee Members** (as of Spring 2024): Several members will change in Fall 2024

Name	Department	Title	Email
Jeff Haberl	Architecture	Professor	jhaberl@tamu.edu
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