

**CALENDAR AND PROCEDURES
FOR REVIEW OF NONTENURED TENURE TRACK FACULTY AND
RECOMMENDATIONS FOR TENURE AND RECOMMENDATIONS FOR
PROMOTION & EMERITUS STATUS
2015-2016**

The following deadline dates and sequence of procedures for the review of nontenured tenure track faculty and tenure/promotion recommendations have been established.

Dates

Procedures

Monday, May 11

Faculty who wish to be considered for promotion in the upcoming tenure and promotion cycle must notify their department chair*.

Faculty to send department chair (or dean) initial documents needed for request of external letters (Assoc/Prof or tenure).

Provost's Office will notify department chairs of faculty to be considered for tenure and promotion in the upcoming academic year.

Wednesday, June 3

The department chair (or Dean in College of Education - COE & Honors) is encouraged to initiate the collection of external review letters** for faculty in their final probationary year and for faculty who wish to be considered for promotion.

The department chair (or dean in the College of Education & Honors) will have initiated the collection of appropriate materials for tenure, promotion or emeritus status from all appropriate faculty in his/her department. The faculty member may submit any other information considered relevant by the faculty member.

Mon., September 14

The faculty member will have submitted the materials (dossier, etc.) requested and any other information considered relevant to the appropriate department chair.

Mon., October 12

The tenured faculty and department chair* will have reviewed the materials submitted by nontenured tenure track faculty members. The University, school/college and departmental criteria statements, as appropriate, shall form the basis of review regarding progress toward tenure. For faculty in their final probationary year, a written recommendation to grant or withhold tenure will have been made by the tenured faculty to the department chair (except in the College of Education & Honors).

Thurs., October 15

The department chair will have issued a written tenure progress report to all nontenured tenure track faculty (except faculty in their first year) with a copy to the dean who will forward to the Provost/Vice Chancellor for Academic Affairs. The University, school/college

Calendar and Procedures for 2015-2016 (cont.)

and departmental criteria statements, as appropriate, shall form the basis of review regarding progress toward tenure. In the year in which the tenure decision is made, the written tenure progress report for the last year will be incorporated in the written recommendation to grant or withhold tenure.

No further additions of scholarly materials to the tenure and promotion packet will be accepted.

- Mon., October 19 The department chair will have met with the department advisory committee and will have presented written recommendations for tenure, promotion or emeritus status along with supporting evidence (except in the College of Education & Honors).
- Mon., October 26 The department advisory committee (or tenured faculty in the COE & Honors) will have submitted in writing its judgment of the recommendations for tenure, promotion or emeritus status to the chair (or dean in the College of Education).
- Mon., November 2 The department chair will have forwarded written recommendations on tenure, promotion or emeritus status and supporting evidence to the appropriate dean (except in the College of Education & Honors).
- Mon., November 23 The dean will have met with the school or college advisory committee and will have presented preliminary written recommendations on tenure, promotion or emeritus status along with supporting evidence.
- Fri., January 8 The school or college advisory committee will meet and report in writing its judgment of the tenure, promotion or emeritus recommendations to the dean.
- Mon., January 25 Nontenured tenure track faculty in their first year will have submitted the materials requested and any other information considered relevant to the appropriate department chair.
- Fri., January 30 The dean will have conferred with each department chair and forwarded written recommendations on tenure, promotion or emeritus status and supporting evidence to the Provost/Vice Chancellor for Academic Affairs.
- Fri., February 5 The Provost/Vice Chancellor for Academic Affairs will have sent written recommendations on tenure, promotion or emeritus status along with supporting evidence to the University Advisory Committee.
- Wed., February 25 The tenured faculty and departmental chair will have reviewed all nontenured tenure track faculty members who are in their first year and issued a written evaluation with copies to the dean, as appropriate, and to the Provost/Vice Chancellor for Academic Affairs. The University, school/college, and departmental criteria statements, as appropriate, shall form the basis of the review.

Mon., February 22

The University Advisory Committee will have reported in writing its judgment of the tenure, promotion or emeritus status recommendations to the Provost/Vice Chancellor for Academic Affairs.

Fri., March 4

The Provost/Vice Chancellor for Academic Affairs will have conferred with each dean and forwarded written recommendations on tenure, promotion or emeritus status and supporting evidence to the Chancellor.

Fri., April 8

TCU Board of Trustees meeting.

Note: Professors of Professional Practice and Instructors will follow applicable deadlines for promotion. Consult the appropriate college criteria.

*Department chair (director or chair of the tenured faculty in the COE and JVR Honors College as appropriate)