

**CALENDAR AND PROCEDURES
FOR REVIEW OF NONTENURED TENURE TRACK FACULTY AND
RECOMMENDATIONS FOR TENURE AND RECOMMENDATIONS FOR
PROMOTION & EMERITUS STATUS
2017-2018**

The following deadline dates and sequence of procedures for the review of nontenured tenure track faculty and tenure/promotion recommendations have been established. Please note that these guidelines establish the university-level calendar; colleges and their academic units may have additional date and protocols. Please be sure to consult your appropriate resources.

Professors of Professional Practice and Instructors will follow applicable deadlines for promotion; however, external letters are not required at the university level for promotion of Professional Practice Track faculty. Consult appropriate college and/or School/department criteria.

Dates

Procedures

Monday, May 8

Faculty who wish to be considered for tenure and/or promotion in the upcoming tenure and promotion cycle must notify their departmental chair (or Dean in the College of Education, JVR Honors College and University Programs). Faculty members wishing to be considered for emeritus/a status or departments wishing to nominate faculty members for emeritus/a status will notify their Dean.

Faculty to send departmental chair (or Dean for the units specified above) initial documents needed for request of external letters if they are required or desired.

Provost's Office will notify departmental chairs (or Dean for the units specified above) of faculty to be considered for tenure and promotion in the upcoming academic year.

Wednesday, May 31

(or earlier if specified in a College policy)

The departmental chair (or Dean for the units specified above) is encouraged to initiate the collection of external review letters for faculty in their final probationary year and for tenure-track or tenured faculty who wish to be considered for promotion.

The departmental chair (or Dean for the units specified above) 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.

Calendar and Procedures for 2017-2018 (cont.)

- Mon., September 11 The faculty member will have submitted the materials (dossier, etc.) requested and any other information considered relevant to the appropriate departmental chair (or Dean for the units specified above).
- Mon., October 9 The tenured faculty and departmental chair (or Dean for the units specified above) 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, the JVR Honors College and University Programs).
- Thurs., October 12 The departmental chair (or Dean for the units specified above) 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 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 normally will be accepted.
- Mon., October 16 The departmental 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, JVR Honors and University Programs).
- Mon., October 23 The department advisory committee (or tenured faculty in the COE, JVR Honors and University Programs) 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., October 30 The departmental chair will have forwarded written recommendations on tenure, promotion or emeritus status and supporting evidence to the appropriate dean (except for the units specified above).
- Mon., November 20 The dean will have met with the school or college advisory committee to provide instructions and all materials relevant to tenure, promotion and emeritus status.

Calendar and Procedures for 2017-2018 (cont.)

- Fri., January 5 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 22 Nontenured tenure track faculty in their first year will have submitted the materials requested and any other information considered relevant to the appropriate departmental chair (or Dean for the units specified above).
- Fri., January 26 The dean will have conferred with each departmental chair (or Dean for the units specified above)* and forwarded written recommendations on tenure, promotion or emeritus status and supporting evidence to the Provost/Vice Chancellor for Academic Affairs.
- Fri., February 2 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.
- Mon., February 19 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.
- Wed., February 21 The tenured faculty and departmental chair (or Dean for the units specified above) 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.
- Fri., March 2 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 6 The TCU Board of Trustees will consider the recommendations of the Academic Affairs Committee.