

MEMORANDUM

TO: All Faculty
 FROM: Aimee Shouse, Ph.D.; Associate Vice President for Curriculum, Assessment, and Faculty Affairs
 DATE: September 1, 2023
 SUBJECT: **AY 2023-2024 Schedule for Post-Tenure Review with General Instructions (2nd page)**

Date	Departments within Schools	All Other Academic Departments
Fall/Early Spring	Faculty member should schedule a peer review of teaching by Department Head and at least one departmental colleague.	
March 18, 2024	Deadline for faculty to submit their Post Tenure Review packet through Interfolio to their Department Head.	
April 5, 2024	Department Head submits summary evaluation and 5-Year PTR Summary Form to the School Dean/Associate Dean through Interfolio, sharing a copy with candidate.	Department Heads submits summary evaluation and 5-Year PTR Summary Form to the College Review Committee through Interfolio, sharing a copy with candidate.
April 19, 2024	School Dean/Associate Dean submits review to the College Review Committee through Interfolio, sharing a copy with candidate.	
May 10, 2024	College Review Committee submits written feedback to the College Dean through Interfolio, sharing a copy with candidate.	
May 31, 2024	College Dean submits Review to CAFA through Interfolio,	
By August 30	CAFA submits the PTR Reporting Form to TAMUS	

cc: Deans and Department Heads

Instructions: Post-Tenure Review Packet

All faculty reviews are transmitted through Interfolio. Packets for PTR are uploaded into Interfolio and should include the following:

- Narrative¹
- Dossier generated through [Digital Measures](#) (contact cafa@tarleton.edu if you need assistance)
- Peer evaluation(s) and student evaluations (Student evaluations can be download from SmartEvals, <https://www.smartevals.com/tarleton>).
- Curriculum vitae
- All annual performance reviews from Workday,
- Copies of syllabi for all classes taught for prior three years, and
- Supporting Documentation²

1. **Narrative:** Your narrative should provide context to the required information you include. For instance, a narrative could address steps you've taken to improve your teaching; explain any setbacks you experienced; discuss how you have learned from and addressed challenges; discuss the evolution of your research agenda; and explain the role service has played in your professional life. These are simply suggestions. In short, tell your story. One approach is to organize your narrative by the areas under evaluation: teaching, research (if applicable), and service. A general guideline for length is between 3-6 pages single-spaced, but there is no specific length requirement.
2. **Supporting documentation:** Examples to consider include external letters of support, copies of ACUE certificate or other professional development accomplishment, publications, grant proposals/awards, and presentations. Because of the limitation in Interfolio as to the number of documents you may upload, it is recommended that supporting documentation be collapsed into two to three folders entitled "Teaching," "Research," and "Service" to be submitted in Interfolio.

Interfolio: General Information

- You will have access to the reviews submitted at each level through Interfolio no later than the due date posted on the timeline.
- Once a reviewer has submitted their review to the next level of review, you will be notified by email. This should occur no later than the due date posted on the timeline. If you do not receive an email notification on the day the reviewer's recommendation was due to the next level, please contact cafa@tarleton.edu as soon as possible.

Feel free to contact your department head, dean, or the office of the Associate Provost for Curriculum and Faculty Affairs (cafa@tarleton.edu) with questions or concerns regarding this schedule.