MEMORANDUM

TO: All Faculty
FROM: Aimee Shouse, Ph.D.; Associate Vice President for Curriculum, Assessment, and Faculty Affairs
DATE: April 10, 2023
SUBJECT: **AY 2023-2024 Schedule for Tenure and Promotion, Tenure only, or Promotion only Review and General Instructions (2nd page)**

Date	Departments within Schools	All Other Academic Departments
April 28, 2023	Deadline for faculty to confirm in writing their intent to submit application for promotion to department head or division director, copying dean and cafa@tarleton.edu.	
September 5, 2023	Deadline for faculty to submit their packet through Interfolio to their department head and department review committee, if applicable. *Departments with a formalized departmental peer review process may request that applications be submitted prior to this date.*	
September 18, 2023	For departments having a departmental review committee, deadline for department review committee to submit its recommendation to the Department Head, **sharing a copy with candidate**.	
September 25, 2023	(*Optional*) Faculty member may submit a response through Interfolio to the Department Head, addressing the department review committee's evaluation and recommendation.	
October 9, 2023	Department Heads submits evaluations and recommendations to the School Dean/Associate Dean through Interfolio, **sharing a copy with candidate.**	Department Heads submits evaluations and recommendations to the College Review Committee through Interfolio, **sharing a copy with candidate.**
October 16, 2023	(*Optional*) Faculty member may submit a response through Interfolio to the School Dean/Associate Dean, addressing the Department Head's evaluation and recommendation.	(*Optional*) Faculty member may submit a response through Interfolio to the College Review Committee, addressing the Department Head's evaluation and recommendation.
October 30, 2023	School Dean/Associate Dean submits evaluations and recommendations to the College Review Committee through Interfolio, **sharing a copy with candidate.**	
November 6, 2023	(*Optional*) Faculty member may submit a response through Interfolio to the College Review Committee, addressing the School Dean's/Associate Dean's evaluation and recommendation.	
November 27, 2023	College Review Committee submits evaluations and recommendations to the College Dean through Interfolio, **sharing a copy with candidate.**	
December 4, 2023	(*Optional*) Faculty member may submit a response through Interfolio to the College Dean, addressing the College Review Committee's evaluation and recommendation.	
December 11, 2023	Dean submits evaluations and recommendations to the Administrative Review Committee through Interfolio, **sharing a copy with candidate.**	
December 18, 2023	(*Optional*) Faculty member may submit a response through Interfolio to the Administrative Review Committee, addressing the Dean's evaluation and recommendation.	
January 8, 2024	Administrative Review Committee submits recommendations to the Executive Vice President for Academic Affairs, **sharing a copy with candidate.**	
January 15, 2024	(*Optional*) Faculty member may submit a response through Interfolio to the Provost and Executive Vice President for Academic Affairs, addressing the Administrative Review Committee's evaluation and recommendation.	
January 29, 2024	The Provost and Executive Vice President for Academic Affairs submits recommendation to the University President, **sharing a copy with candidate.**	
February 5, 2024	(*Optional*) Faculty member may submit a response through Interfolio to the University President, addressing the Provost's and Executive Vice President for Academic Affairs' evaluation and recommendation.	
February 19, 2024	Final institutional decisions for promotion sent to candidate. Final institutional decisions for tenure recommendation sent to candidate; Positive tenure recommendations sent to TAMUS Board of Regents for their May meeting.	

cc: Deans and Department Heads

Instructions: Tenure and Promotion Application Packet

Packets for tenure and/or promotion are submitted through Interfolio and must include the following:
- Narrative[1]
- Dossier generated through Digital Measures (contact cafa@tarleton.edu if you need assistance)
- Student and peer evaluations (Student evaluations can be download from SmartEvals, https://www.smartevals.com/tarleton).
- Curriculum vitae
- Annual performance reviews from Workday for past 3 years
- Supporting documentation[2]

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. There are simply suggestions. In short, tell your story. One approach is to organized 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 certificates, publications, grant proposals, 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 recommendations made at each level of review through Interfolio no later than the due date posted on the timeline.
- Once a reviewer has submitted their recommendation 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.
- You have the option to respond to the recommendations submitted by reviewers. Your response is due 7 days after the date a reviewer's recommendation is submitted. Please note, no additional materials may be submitted beyond the written response to the recommendation.
- If you choose to respond, your response should be addressed to the next reviewer. Thus, if your response concerns the College Review Committee's recommendation, the response should be addressed to the College Dean and submitted to the College Dean's folder in Interfolio.
- The submission of an optional response is carried out through Interfolio. The email notifying you that an evaluation has been submitted will include a link to the evaluation. The page with the recommendation will include a link that allows you to submit a response to the next level of review. If you need assistance with this, please contact cafa@tarleton.edu.

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.