Section III. Faculty Performance, Development and Evaluation

This section of the Handbook covers professional expectations of COS faculty. Because different faculty positions have different expectations, not all sections below apply to all faculty. Faculty and administrators should use this section as a guide to faculty performance, development, and evaluation.

An outline of this section is:

- III.1, Performance Criteria: Lists general college-level guidelines used for evaluation in the areas of Teaching, Research, and Service.
- III.2. Promotion (all faculty) and Tenure Timeline
- III.3, Promotion and Tenure (P&T) for Tenured and Tenure-Track (T/TT) Faculty: Includes important definitions, specific college-level expectations for promotions to Associate and full Professor, and the college P&T process. Departments have more detailed expectations; see Appendix XXX for these.
- III.4, Promotion for Fixed-Term Faculty: Lists college-level expectations and process for promotion of Professional, Research, and Clinical faculty. Departments may develop more detailed explanations.
- III.5, Annual Evaluation: Describes the college annual evaluation process, as well as minimal college-level criteria for annual evaluation. Again, departments may have more specific criteria.
- III.6, Pre-Tenure (Midterm) Review: Describes the process for the midterm review of tenure-track faculty.
- III.7, Post-Tenure Review: Describes the process and criteria for post-tenure review.

III.2 University & COS Promotion and Tenure Timeline

These deadlines apply to faculty in all categories except as noted. *External letters are only required for T/T faculty. **Final review of portfolios for professional track faculty is in the Provost's office, and final review of portfolios for instructors is in the Dean's office.

Table 1. College P&T Deadlines

Deadline	Task
By March 15	Office of the Dean certifies that faculty meet the minimum eligibility requirements to apply for promotion and/or tenure and notifies the eligible faculty with a copy to the Office of the Provost
By April 1st	Dean meets with the promotion and/or tenure candidates to review timelines, processes, dossier expectations, and submission deadlines
By April 15	Faculty member confirms, in writing, their intent to apply for promotion and/or tenure
By May 1	Candidate cases are created in the electronic faculty review system (e.g., Interfolio)

By June 1*	Candidate uploads documents for external reviewer consideration to the electronic faculty review system. The Candidate and the Department P&T Committee provide the list of external reviewers to the Chair of the department Promotion and Tenure Committee. The candidate may submit a list of external reviewers who should be excluded from the selection.
By June 10*	The Department Chair will select the final list of external reviewers and the dean will approve the final list of external reviewers.
By June 15 *	The Department Chair will contact the external reviewers requesting the letters through Interfolio.
By June 30 *	Office of the Dean uploads copies of candidate evaluations (e.g., annual, pre-tenure)
By August 30*	All external review letters must be added to the case
By September 1	Candidate submits case for review
By September 5th*	The redacted reviewer letters are shared with the candidate according to academic unit guidelines
By September 5	Dean meets with committee members of the Department Promotion and Tenure Committee, College Promotion and Tenure Committee, and all Department Chairs
By October 1	Department Promotion and Tenure Committee submits its recommendation and sends the case to the Department Chair
By October 15th	Department Chair submits their recommendation, meets with the candidate, shares their recommendation, ~~a~~nd the Department Promotion and Tenure Committee's recommendation via the electronic faculty review system
By October 20th	The candidate submits their response to the Department Promotion and Tenure Committee's and Department Chair's recommendations (optional); Department Chair sends the case to the <u>College</u> Promotion and Tenure Committee (after receiving the candidate's response or expiration of the response window)
By November 15th	<u>College</u> Promotion and Tenure Committee submits its recommendation and sends the case to the Dean
By December 7	Dean submits their recommendation, meets with the candidate, shares their recommendation and the Promotion and Tenure Committee's recommendation via the electronic faculty review system
By December 14	The candidate submits their response to the College Promotion and Tenure Committee's and Dean's recommendations (optional); Dean sends the case to the University Promotion and Tenure Committee (after receiving the candidate's response or expiration of the response window)
	University Promotion and Tenure Committee submits its recommendation and sends the case to the Provost
	Provost submits their recommendation and meets with the President to review all candidates

	Provost notifies candidate of their recommendation the recommendation from the University Promotion and Tenure Committee and recommendation of the President via the electronic faculty review system
	President submits a list of approved promotion and tenure candidates to the Texas A&M University System Board of Regents
	Board of Regents takes action on the submitted list of promotion and tenure candidates
	Candidates are notified of the official decision to award promotion and/or tenure
	Promotion and/or tenure becomes effective

More details regarding specific tasks listed in Table 1 are addressed in section III.3 and III.4.