

### University Promotion and Tenure Timeline

By April 1	Office of the Dean/Director certifies that candidate meets the minimum eligibility requirements to apply for promotion and/or tenure and notifies the candidate (copy the Office of the Provost)
By April 15	Candidate confirms, in writing, their intent to apply for promotion and/or tenure
By May 1	Dean/Director meets with the candidate to review timelines, processes, dossier expectations, and submission deadlines
By May 1	Candidate cases are created in the electronic faculty review system (i.e., Interfolio)
By June 20	Candidate uploads documents for external reviewer consideration to the electronic faculty review system
By August 30	All external review letters must be added to the case and shared with the candidate according to academic unit guidelines
By September 1	Candidate submits case for review
By September 5	Dean/Director meets with the Department Promotion and Tenure Committee, Academic Unit Promotion and Tenure Committee, and all Department Chairs/Supervisors
By September 10	Office of the Dean/Director uploads copies of candidate evaluations (e.g., annual reviews, pre-tenure reviews) and sends the case to the Department Promotion and Tenure Committee
By October 1	Department Promotion and Tenure Committee submits its recommendation and sends the case to the Department Chair/Supervisor
By October 15	Department Chair/Supervisor submits their recommendation, meets with the candidate, shares their recommendation, and the Department Promotion and Tenure Committee's recommendation via the electronic faculty review system
By October 20	Candidate submits their response to the Department Promotion and Tenure Committee's and Department Chair/Supervisor's recommendations (optional); Department Chair sends the case to the Academic Unit Promotion and Tenure Committee (after receiving the candidate's response or expiration of the response window)
By November 15	Academic Unit Promotion and Tenure Committee submits its recommendation and sends the case to the Dean/Director
By December 10	Dean/Director submits their recommendation, meets with the candidate, shares their recommendation and the Academic Unit Promotion and Tenure Committee's recommendation via the electronic faculty review system
By December 15	The candidate submits their response to the Academic Unit Promotion and Tenure Committee's and Dean/Director's recommendations (optional); Dean/Director sends the case to the

	University Promotion and Tenure Committee (after receiving the candidate's response or expiration of the response window)
By February 1	University Promotion and Tenure Committee submits its recommendation and sends the case to the Provost
By February 14	Provost submits their recommendation and meets with the President to review all candidates
By February 19	Provost notifies candidate of their recommendation, the University Promotion and Tenure Committee's recommendation, and the President's recommendation via the electronic faculty review system
By March 6	President submits a list of approved promotion and tenure candidates to the Texas A&M University System Board of Regents
By May 7	Board of Regents takes action on the submitted list of promotion and/or tenure candidates
By May10	Candidates are notified of the Board of Regents' official decision to award promotion and/or tenure
September 1	Promotion and/or tenure becomes effective

- Academic units (e.g., college, school, library) and departments may set their own deadlines in advance of the dates listed in the document.
- Dates the fall on weekends or holidays will be moved to the next business day.