

College of Fine Arts
Time Line for Tenure & Promotion

Policy: The faculty member and chair/director determine the time line for the first cycle of tenure and promotion at the time of hire. Any changes to this time line must be vetted by the dean and approved by the Provost in writing before March 1 of the year in which the candidate intends to apply.

When a faculty member achieves tenure and/or promotion, she or he will work with the chair/director to determine the time line toward promotion to the next level in a meeting to be scheduled within four years following the announcement of the initial tenure and/or promotion by the TCU Board of Trustees. The dean will vet this time line when it is created. Any subsequent changes to the time line must be vetted by the dean and approved by the Provost in writing before March 1 in the year when the process is set to start. It is standard practice to cycle through a minimum of five full years post tenure and/or promotion before putting forward one's candidacy again. Most candidates for the position of Full Professor go beyond the five-year time frame. The option to extend the time frame—at any point—remains open.

Calendar: Spring prior to formal tenure and/or promotion review process

Monday after spring break First opportunity for the candidate to declare intent to apply—in writing—for tenure and/or promotion to chair/director of school/department; such an application must be preceded by consultation with the Chair/Director and, when appropriate, consultation with the Dean

Last Monday in April Final opportunity for the candidate to declare intent to apply (see above).

First Monday in May By this date all declarations of intent to apply for tenure and/or promotion must be acknowledged—in writing— by the chair/director to the candidate and the Dean's office.

Candidate forwards list of 4-5 names of potential external reviewers to Chair/Director, if required for applicable ranks and department/school criteria

First Monday after Spring Commencement Chair/Director forwards list of 8-10 names of potential external reviewers to Dean, if required for applicable ranks and department/school criteria (see policy on external letters of review for tenure and promotion)

June 1-forward Dean makes request to external reviewers

No later than June 15 Candidate submits materials for External Review to the Dean's Office

No later than First Monday in July Dean sends candidate's External Review materials to external reviewers

No later than First Monday in September Candidate submits remaining dossier materials to the Dean's Office (see Office of the Provost calendar for official date)

For information on dossier materials, see "Guidelines on the Contents of Dossiers for Tenure and Promotion."

Approved by the College Advisory Committee April 1, 2016; revised and approved April 9, 2018; revised and approved Feb. 15, 2021.