

APPENDIX A: University Promotion and Tenure Calendar

University Promotion and Tenure Calendar with cross reference to TCU Promotion & Tenure Policy

Calendar applicable for:

1. Annual review (Progress Towards Tenure) of tenure-track faculty
2. Recommendations for tenure-track faculty in final probationary year & tenured faculty seeking promotion
3. Recommendations for nontenure track faculty seeking promotion
4. Recommendations for retired or retiring faculty seeking emeritus status

Please note that these guidelines establish the university-level calendar; colleges/schools and their academic units may have additional dates and protocols. Please be sure to consult your appropriate resources.

Deadline/ Timing	Action Required	Policy Reference
1st Monday in April	Provost Office to send list of tenure-track faculty due to be considered for promotion and tenure in this cycle.	IV.C.1.d
Due on or before the 2nd Monday in April	Faculty to submit written notification of intent to seek tenure and/or promotion or, for retiring/retired faculty intent to seek emeritus status	IV.C.1.a
	Tenure-track faculty seeking tenure and/or promotion this cycle should submit documents for review of external evaluators to the department Chair.	IV.C.3.a and Appendix B
Due on or before the 3rd Monday in April	College sends list of faculty who will be submitting materials for consideration of promotion and/or tenure and emeritus status to Provost office.	IV.C.1.e
April through September	Department Chairs or Deans to initiate and complete collection of external review letters for tenure-track faculty seeking tenure and/or promotion this cycle. External review letters for tenure-track faculty seeking tenure and/or promotion will be added to the candidate's portfolio by the college. Candidates will not have access to view the letters.	IV.C.3.b-c and Appendix B
4th Friday in August	Department, College and University P&T committees will be established for current review cycle.	IV.A.3

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<p>Due on or before the 1st Tuesday in September</p>	<p>Tenure-track faculty in their final probationary year, tenured faculty seeking promotion, nontenure track faculty seeking promotion and retiring/retired faculty seeking emeritus status will submit a portfolio for department level review. The portfolio forms the basis for review at all levels.</p>	<p>IV.C.4.a-b and Appendix C</p>
	<p>Tenure-track in the probationary period prior to the final probationary year will submit a portfolio for the annual “Progress towards Tenure Review” at the department level. <u>EXCEPTION</u>: tenure-track faculty <u>hired in the summer or start of fall semester</u> at TCU will submit their portfolio for the first “Progress Towards Tenure Review” in the <u>upcoming spring semester</u> (see applicable due date below)</p>	
	<p>External review letters for tenure-track faculty seeking tenure and/or promotion will be added to the candidate’s portfolio by the college. Candidates will not have access to view the letters.</p>	<p>IV.C.3.c</p>
<p>Starts 1st Wednesday in September through 4th Friday in January</p>	<p>The college, under the direction of the Dean, will govern access to candidate portfolios up through the date when candidate portfolios are submitted to the Provost. This pertains to start/stop access for the candidate and all reviewers at department and college levels, as outlined in the P&T Policy and in accordance with the P&T calendar dates.</p>	<p>IV.C.4.c</p>
<p>Due on or before the 2nd Monday in October</p>	<p>Review by the department promotion and tenure (P&T) committee will be completed for <u>annual Progress Towards Tenure for tenure-track faculty</u>. A written progress toward tenure letter will be submitted to the department/division Chair.</p>	<p>IV.C.5.c</p>
	<p>Review by the department promotion and tenure (P&T) committee will be completed for all candidates going up for <u>tenure and/or promotion and emeritus status</u>. A written recommendation will be submitted to the department/division Chair.</p>	<p>IV.C.6.a.ii</p>
<p>Due on or before the 4th Monday in October</p>	<p>Review by the department Chair will be completed for annual <u>Progress Towards Tenure</u> for tenure-track faculty. A written progress toward tenure letter will be provided to the tenure-track faculty, Dean, and Provost per procedures in the P&T Policy.</p>	<p>IV.C.5.c</p>

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	The faculty member will have 7 calendar days from the receipt date of the Progress Towards Tenure letter to submit a written response to the Chair.	
Due on or before the 4th Monday in October	Review by the department Chair will be completed for all candidates going up for <u>tenure and/or promotion and emeritus status</u> . A written recommendation will be submitted to the Dean and to the candidate.	IV.C.6.b.i-ii
	The candidate will have 7 calendar days from the receipt date of the Chair's recommendation letter to submit a written response to the Dean. This response, which is optional, will be included in the candidate's portfolio.	IV.C.6.b.iv
On or before the 1st Tuesday in November	The Dean will present the list of candidates to the College P&T Committee. The college will grant access to candidate portfolios to begin their review.	IV.C.6.c
On or before the 1st Thursday in January	The College P&T committee will have met and reported in writing its judgment of the tenure, promotion or emeritus recommendations to the Dean.	IV.C.6.c.i-ii
On or before the 3rd Tuesday in January	Tenure-track faculty hired in the summer or beginning of the fall semester will have submitted materials requested and any other information considered relevant to the appropriate academic chair, director, or dean.	IV.C.5.a
On or before the 3rd Friday in January	The Dean will have completed reviews for all candidates going up for tenure and/or promotion and emeritus status. The Dean's written recommendation will be added to the candidate's portfolio with a copy sent to the candidate and Provost.	IV.C.6.d.i-ii
	The candidate will have 7 calendar days from the date of the dean's recommendation letter to submit a written response to the Provost. This response, which is optional, will be included in the candidate's portfolio.	IV.C.6.d.iii
On or before the 2nd Monday in February	The University P&T Committee will have reported in writing its judgment of the tenure, promotion or emeritus status recommendations to the Provost/Vice Chancellor for Academic Affairs.	IV.C.6.e.i-ii

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On or before the last Friday in February	The Provost and Vice Chancellor for Academic Affairs will have forwarded written recommendations on tenure, promotion or emeritus status and supporting evidence to the Chancellor.	IV.C.6.f.i-iii
	If the Provost declines to recommend tenure and/or promotion, the faculty member may initiate a review within 7 calendar days, by submitting a written request to the Provost to initiate a review by the Faculty Review Hearing Committee (FRHC). The written request should articulate objections to the denial decision. The FRHC will consider the case, with focus on (a) whether there was a procedural error that had a material impact on the outcome, (b) whether the negative recommendation was arbitrary or capricious (i.e., had no rational basis). The FRHC will then make a recommendation to the Provost. The Provost will then decide whether to recommend promotion and/or tenure, and the Provost’s decision is final.	
Last Workday in March	Department chair request for terminal contract to Associate Provost of Academic Planning, Budgeting & Operations and copies Dean.	IV.C.2.b-c
March or April	The TCU Board of Trustees will consider the tenure and promotion recommendations of the Academic Affairs Committee.	IV.C.6.g