# Promotion and/or Tenure Checklist for staff review

For detailed information on the University’s Promotion and Tenure Guidelines, click [here](https://tamucs.sharepoint.com/teams/Team-FacultyAffairsIntranet/SitePages/Promotion-%26-Tenure.aspx).

***Two different P&T templates – 1) Tenure and/or Promotion (T-TT faculty); 2) APT Promotion***

# Candidate Required Documents

Candidate’s Impact Statement on areas of responsibility (e.g., teaching, research, and/or other scholarly /creative activities, and service) **– EXAMPLE IMPACT STATEMENT AVAILABLE ON FA INTRANET**

* + Must include title of document (e.g., Impact Statement on…), the candidate's name, department, proposed personnel action, date prepared, and appointment effort assigned (including %) on the top of the document.
    - Appointment effort assigned is required for APT faculty and optional for T-TT faculty.
    - Appointment effort example - Teaching (50%), Research (30%), Service (15%), Other (5%)
  + Impact statement should be written in first-person.
  + Suggest that P&T Chair, Department Head and/or P&T Admin Staff read over statement before it goes out to external reviewers to assist faculty member with clarity, formatting, and grammar issues, and also covers all areas of candidate’s responsibilities.
  + No more than 3 pages in length, single-spaced, minimum 10-point font, with 1-inch margins.
  + Candidate Statement should not be replaced once it has gone out to external/internal reviewers or made it to the committee level.

Curriculum Vita *(must use F180 P&T Vita or P&T Vita Word Template)* **– P&T CV WORD TEMPLATE AVAILABLE ON FA INTRANET**

* + Word CV template can be changed (*e.g., formatting*) except for the order of the sections, headings, and the Grants Table
  + CV must be annotated, include a Biography ***written in third person*** ***(200 word maximum)*** and Grants Table.
  + Candidate must complete online CV Submission Certification form. **– FORM WITHIN INTERFOLIO TEMPLATE**
  + Addendums to the CV are to be included in the CV section only and must be in memo format addressed to the department head and signed and dated by the candidate. **DO NOT REPLACE** the CV once it has gone out to external/internal reviewers or made it to the committee level.

Candidate must complete online Verification of Contents form. **– FORM WITHIN INTERFOLIO TEMPLATE**

Candidate must provide ***signed and dated*** External/Internal Reviewers Checklist form of potential reviewers or Do Not Contact List *(if applicable).* **– FORM AVAILABLE ON FA INTRANET**

* Form ***must*** be signed and dated by candidate **before** requests for reviewer letters are sent out by unit.

Unit Specific Required Documents (e.g., can include publications to be sent to external reviewers) *(check for unit/department requirements).*

* This section should only be used for documents that will need to be viewed at all levels and items to possibly be sent out to external reviewers.
* This section should NOT be used to include supplemental teaching portfolio documentation, etc., that will only need to be reviewed by the department committee. Those items are to be furnished to the committee externally outside the RPT module.

Candidate’s supplemental documents (e.g., *can include support letters furnished by students).*

* Candidates should be thoughtful about the materials they choose to include. Curated and summarized evidence that supports the case for promotion is helpful at other stages of review *(summarized data at 1-3 pages)*. Excessive documentation detracts from the evidence for a case, especially when being reviewed at upper levels within the university.

# Department Required Documents

Reviewers Chart (Requested External/Internal Evaluations Letters) *(if applicable).* **– FORM AVAILABLE ON FA INTRANET**

* Make sure candidate’s information is completed at the top of the spreadsheet and correct rank are included *(e.g., Professor and not Professor with Tenure if faculty member is already tenured).*
* Make sure all columns are completed and justification reason is also given if someone declines to furnish a letter or fails to respond after initially saying they would do a letter.

External Reviewers requests are to be sent via the Interfolio system only (see guidelines for wording) *(if applicable).* **– EXAMPLE REVIEWER REQUEST WORDING AVAILABLE ON FA INTRANET**

* *When sending an evaluation to an external reviewer in Interfolio RPT, make sure under the* ***“Response Settings”*** *section that the default access is selected as* ***“Administrators & Entire Committee”****.**This is so future reviewers of the dossier can see the external letters once received.*
* Avoid requesting multiple letters from the same institution if possible.
* Letters should be requested from AAU or Peer/Aspirant Programs/Departments, or justification must be included in “Other materials and documentation” section (*e.g., specialty research area of reviewer*).

Internal Evaluation Letters *(if applicable)*

* This section is for **REQUESTED** letters from internal reviewers (TAMU) that have officially been requested by the unit.
* **DO NOT INCLUDE in this section internal support letters not requested by the unit *(e.g., recommendation letters from a student)***.

Reviewer Bios – to be uploaded as a separate file in this section **– EXAMPLE REVIEWER BIOS AVAILABLE ON FA INTRANET**

* This section is for short bios for all of the external and internal reviewers who furnished letters.
* Please put these in alphabetical order by last name (can be separate bios or one file that includes all the bios).
* No need to include bios for those individuals who did not furnish a letter.

Department Committee Recommendation Memo **– EXAMPLE COMMITTEE MEMO AVAILABLE ON FA INTRANET**

* + Note that all actual voting should take place outside of the Interfolio RPT system. If done within the system, these votes and who placed them becomes a permanent part of the candidate’s package and are discoverable.
  + Memo should be single-spaced, minimum 12-point font, with 1-inch margins.
  + Double check that teaching table is included in the department committee memo.
  + One memo signed by all department committee members to include sections on Teaching, Research, Service, and Other Scholarly activities (as applicable), Department Committee Recommendation, Single Table of Votes (Yes/No/Absent/Recuse) and list of all committee members with names and titles (**do not do separate tenure and promotion tables**).
  + Reason for absences also need to be included within the committee memo as to why a faculty member is absent (e.g., John Smith was absent due to illness, Jane Doe was absent as she is out on FDL).
  + Also be sure to include names of absent and recused committee members and indicate in the signature section either absent or recused. *(see Example Department P&T Committee Memo).*
  + **Avoid attaching separate emails to substitute for committee member’s signatures. *Use of Adobe Sign is acceptable and can be done as an additional transaction if more than 25 members are on a committee to collect everyone’s signature.***

Department Head Recommendation Memo **– EXAMPLE DEPT HEAD MEMO AVAILABLE ON FA INTRANET**

* + Memo should be single-spaced, minimum 12-point font, with 1-inch margins.
  + Memo should address strengths and weaknesses of candidate plus any negative outcomes at the department level or negative comments from external reviewers.

Other materials and documentation *(Do not include faculty bios, requested internal reviewer letters, or faculty tenure tables in this section)*

* + Department Peer List if **different** from University Peer Institutions (AAU) – if not previously submitted to FA – memo request should be routed for approval through Adobe Sign.
  + Classroom Peer Reports
  + Candidate Outcome Notifications *(as applicable)*
  + ***DO NOT LOAD candidates entire teaching portfolio in this section***

# College Required Documents

College Committee Recommendation Memo **– EXAMPLE COMMITTEE MEMO AVAILABLE ON FA INTRANET**

* + Note that all actual voting should take place outside of the Interfolio RPT system. If done within the system, these votes and who placed them becomes a permanent part of the candidate’s package and are discoverable.
  + Memo should be single-spaced, minimum 12-point font, with 1-inch margins.
  + One memo signed by all college committee members to include College Committee Recommendation, Single Table of Votes (Yes/No/Absent/Recuse) and list of all committee members with names and titles (**do not do separate tenure and promotion tables**).
  + Reason for absences also need to be included within the committee memo as to why a faculty member is absent (e.g., John Smith was absent due to illness, Jane Doe was absent as she is out on FDL).
  + Also be sure to include names of absent and recused committee members and indicate in the signature section either absent or recused. *(see Example College P&T Committee Memo).*
  + **Avoid attaching separate emails to substitute for committee member’s signatures.**

Dean Recommendation Memo **– EXAMPLE DEAN MEMO AVAILABLE ON FA INTRANET**

* + Memo should be single-spaced, minimum 12-point font, with 1-inch margins.
  + Memo should address strengths and weaknesses of candidate plus any negative outcomes and negative comments from reviewers.

# External Supplemental Documents to also be furnished to Faculty Affairs

Faculty Photo *(up-to-date image that is a high quality/resolution headshot; chest-up image without anything in the immediate background). Do not use photos from the website as they are low quality.*

College Chart *(to be completed at each level – department, college/school)* **– FORM AVAILABLE ON FA INTRANET**

Faculty Bio with required department statement added with regard to TAMUS Policy 12.01, Section 4.3 **– EXAMPLE REQUIRED BIO AVAILABLE ON FA INTRANET including TAMUS statement.**

Faculty Tenure Table *(for tenure-track faculty only)* **– FORM AVAILABLE ON FA INTRANET**